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	STATIONARD FORM NO.		0.0	
, V	Office.	Memorandum	UNITED STAYES	GOVERNMENT
	TO :	MR. TOLSON	DATE	May 14, 1957
	1			Tolson Nichols
	FROM .:	J. P. MOHR	cliff	Bogrdman Pen Imani
4	subject:	ERRONEOUS OFFICE ADDR	ESS	Rosen Tamm
	* .	SAN FRANCISCO, CALIFOR		b6 Trotter
Y 11 15 1	1110	holas P. CAlla		Holloman — Gand'x
2		The attached communication bears the office address of	the Phoenix Office ev	en though it was
3 5		d for San Francisco, Californ evening of May 13, 1957.	ia. This error was d	etected in the Mail
4	Smount of	The communication was tran \$10,000 payable to the widow		
Z.	who died	on May 12, 1957, and as has l	peen the policy in such	n communications
" -	and indica	ing such checks in the past, it ted to go Personal and Confid		
	Registere	•	· · · · · · · · · · · · · · · · · · ·	
*		Under the error program Insuld receive a letter of censur	e	the
	stenograp	her, should be scored with an	<u>/ </u>	
	be scored	It is felt that with an error since it is the	responsibility of the I	Room should also Reading Room to
	detect suc	ch errors. I recommen	de consuré of	or fraction
	RECOMM	ENDATION & design		Mess b6 b7c
-	for this e	1. It is recommended that In repr. A suggested letter is a	ttached.	an be censured
∓ *	ENCLOSE	90 10		general (5
· *	ENUL	2. It is also recommended t		A MAY OO
		be scored with an erro	or.	DERAL BLAGGE U V. STURGETUN
ra **	Énclosure	es sevet 5-15-57	303	Market William
		Cavanaugh (sent direct)		1 Day 35-15
er 1	1 012) ,/
	NPC:gt M	AY 20/1957 Cerracero		3/EAR
	(5).	30 10/57 JN/jij		V

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan Federal Eureau of Investigation Washington, D. C.

Dear Mr. Callahan:

Under date of May 13, 1957, you dictated a communication to Special Agent in Charge Harvey G. Foster of the San Francisco Division which contained an error. Although this error was discovered and corrected before the communication left the Eureau, you were at fault for not having avoided the error in the first instance.

Accordingly, it will be necessary for you to exercise more thoroughness and greater accuracy in the preparation of official correspondence in the future so that no further occasion will arise to criticize you in this manner

Very truly yours, 961- 2803

RECORDED - 139

Lagar Epoyer

Director

VALLED 8

Nichols Doatdman

Delmont

Porsons

CC; Mr. J. P. Mohr (PERSONAL ATTENTION)

Administrative Division Personnel File

JIC:gt (5)

Cover memo J. P. Mohr to Mr. Tolson dated 5/14/57 captioned "Erroneous Office Address, Letter to SAC Foster

1 7955an Francisco, California. NPC:gt"

Mail Room

FD-281a (Rev. 2-20-56)

00

RECEIPT FOR GOVERNMENT PROPERTY FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

<u>5-6-57</u>

I certify that I have received the following Government property for official use: returned

Remington Portable Typewriter #QR-2941654

READ- NU 7 1957

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANYWAY.

3-M

PER JLB

Very truly yours,

N. P. Callahan

FD-185 (Rev. 12-13-56)



REPORT OF PERFORMANCE RATING

Name of Employee:	NICHOLAS P. DCALL	AHAN	
Where Assigned:_	(Division)	Front Offic (Section, Unit)	ce
Official Position Ti	tle: Inspector	<u>- · · · · · · · · · · · · · · · · · · ·</u>	
Rating Period: from	April 1, 1956	toMarch 31, 19	57
ADJECTIVE RATING		NT Satisfactory, Unsatisfactory	Employee's Initials
Rated by:	Denshu Signature	Assistant Director	3/31/57 Date
Reviewed by:	Signature	Associate Director	3/31/57 Date
Rating Approved by:	Signature	Title	Date
	TYPE OF RE	PORT	
	(X) Official (X) Annual	() Administrative () 60 Day 43 () Transfer () Separation from S () Special	961-279 ervice 4
	,		
- *** - ** #	10		, h.

POFORMANCE RATING GOE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Nicholas P. Callahan	Title Inspector
	Rating Period: from 4/1/56 to 3/31/57
RATING GUIDE A	
Note: Only those items having pertinent bearing on employee's performance	ce should be rated. All employees in same salary grade should be compared,
Rate items as follows: Outstanding (exceeding excellent and deserving of special commendation)	· · · · · · · · · · · · · · · · · · ·
E Excellent,	<i>5</i> 11). —
Satisfactory (good or very good).	
Unsatisfactory. No opportunity to appraise performance during rating period.	
Guide for determining adjective rating:	•
1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and	d (B) that each and every rated element be factually justified by narrative detail on
guide and check list and must be rated "Excellent" or "Outstanding" on the adjective rating is reasonable in the light of elements rated.	ist not be rated unsatisfactory on any performance evaluation factors on the rating majority of such rating factors. Good judgment must be exercised to insure that
A. Any <u>element</u> rated "Unsatisfactory" must be supported by narrative comm B. An "official" adjective rating of "Unsatisfactory" must comply with the req	
£ (1) Personal appearance.	(17) Firearms ability.
(2) Personality and effectiveness of his personal contacts.	(18) Development of informants and sources of information.
(3) Attitude (including dependability, cooperativeness, loyalty,	(19) Reporting ability:
enthusiasm, amenability and willingness to equitably share work load).	(a) Investigative reports
(4) Physical fitness (including health, energy, stamina).	(b) Summary reports
(5) Resourcefulness and ingenuity.	(c) Memos, letters, wires (Consider: Sconciseness; Sclarity; Scorganization;
(6) Forcefulness and aggressiveness as required.	thoroughness: Saccuracy; Sadequacy and perti-
(7) Judgment, including common sense, ability to arrive at proper	nency of leads; administrative detail.)
conclusions, ability to define objectives.	(20) Performance as a witness.
(8) Initiative and the taking of appropriate action on own responsibility,	(21) Executive ability:
(9) Planning ability and its application to the work.	(a) Leadership (b) Ability to handle personnel (c) Planning
(10) Accuracy and attention to pertinent detail.	(c) Planning
(11) Industry, including energetic, consistent application to duties.	(d) Making decisions
(12) Productivity, including amount of acceptable work produced	(e) Assignment of work (f) Training subordinates
and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is	(g) Devising procedures
attributable to causes beyond employee's control.	(h) Emotional stability
(13) Knowledge of duties, instructions, rules and regulations, in-	(i) Promoting high morale
cluding readiness of comprehension and "know how" of	(22) Ability on raids and dangerous assignments:
application.	(a) As leader
(14) Technical or mechanical skills. (15) Investigative ability and results:	(b) As participant
(a) Internal security cases	(23) Organizational interest, such as making of suggestions for
(b) Criminal or general investigative cases	improvement. (24) Ability to work under pressure.
(c) Fugitive cases	(25) Miscellaneous. Specify and rate:
(d) Applicant cases	Dictation ability
(e) Accounting cases (16) Physical surveillance ability.	
	is security, criminal, applicant squad, or as Resident Agent, supervisor, instruc-
A. Specify general nature of assignment during most of rating period (such a tor, etc.): Executive, administrative ar	nd supervisory
	Dungan are autima
B. Specify employee's most noteworthy special talents (such as investigator, de or administrator	sk man, research, instructor, speaker): _Bureau executive
	- ATAC (1)
.C. (1) Is employee available for general assignment wherever needs of service (2) Is employee available for special assignment wherever needs of service	require? YES (If answer is not "yes," explain in narrative comments.) require? YES (If answer is not "yes," explain in narrative comments.)
D. 1. Has employee had an abnormal sick leave record during rating period? during such period?NO_ (If answer to either question is "Yes," explain	
E. Is employee qualified to operate a motor vehicle incidental to his official du If answer is "yes," personnel file must reflect the following: (a) Ha physically fit to drive. (c) Past safe driving record OK or has passed I	s valid State or local operator's license for type venicle he is to use. (b) is
EXCELLENT	ENTRY OFFICE AND
ADJECTIVE RATING: EACHILLEN I	EMPLOYEE'S INITIALS

Mr. Callahan is the Number One Man of the Administrative Division and handles my desk in my absence. He is an excellent Bureau employee and performs his duties in an excellent manner.

Mr. Callahan's knowledge and ability concerning budget matters, and particularly the Bureau's budget, are outstanding. He has an outstanding knowledge of the Bureau and its activities and demonstrates the aptitude of expressing the relationship of the Bureau's activities in terms of budget material in a superlative manner. To foster his work in the budget field for the Bureau, he has outstanding contacts at the Budget Bureau, the General Accounting Office and in both Houses on the Hill.

Mr. Callahan handles matters pertaining to transportation and in this field he-does a fine job, particularly in the way he develops and utilizes his contacts.

In the performance of his duties he is required to review and approve large volumes of mail and he has been censured for his failure to approve only that mail which is free of errors of form. He is conscious of the necessity for absolute accuracy in the work-handled in the division and is cooperative in striving to eliminate all errors.

During 1956, Mr. Callahan served as President of the FBI Recreation Association and during that period the Association enjoyed one of its most active programs. During 1956, a European tour to be taken in 1957 by Bureau employees was organized and the response has been tremendous. Mr. Callahan was commended for his fine work in connection with the FBI Recreation Association. Mr. Callahan also received a fine letter of commendation from the Director for the most competent personal supervision he gave to the Director's material used before the House Subcommittee on Appropriations.

I regard Mr. Callahan as a fine Bureau representative who is absolutely loyal to the organization and to the Director. It is a pleasure to be associated with him and have the benefit of the excellent manner in which he performs his duties. He is possessed of considerable executive and administrative ability and the Bureau will best benefit by utilizing this ability at the Seat of Government. He has the necessary executive ability, however, to operate a Bureau field office.

me

RECEIPT FOR GOVERNMENT PROPERTY FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

4-3-57

I certify that I have received the following Government property for official use:

Royal portable Typewriter #D-3404261

READ.

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed.

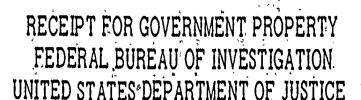
DO NOT MARK OR WRITE ONIT OR MUTILATE IT IN ANY WAY

9 APR 29 57

8/12

Very truly yours,

N. P. Callahan



3-27-57

I certify that I have received the following Government property for official use:

Remington Portable Typewriter #QR 2941654

RETURNED

Remington Portable Typewrtier #QT 2345900

FILE 3-M BR JZR

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed.

DO NOT MARK OR WRITE ONIT OR MUTILATE IT IN ANY WAY:

67-NOT RECORDED

Very truly yours,

N. P. Callahan

9 APR 3 1957

March 4, 1957

PERSONAL

Dear Callahan:

On today, your Twenty-second
Anniversary with the FBI, I am very happy to
extend to you my heartiest congratulations. This
occasion should be a proud one for you, just as it
is for me, in the realization of a job well done
through many years of devoted and loyal service.
I do appreciate sincerely your efforts and hope
that we in the Eureau may have the benefit of your
services for many years to come.

Sincerely,

Ffoar Hoover

1.7- 43 961-278

Mr. Nicholas P. Callahan Federal Eureau of Investigation Washington, D. C.

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January 31, 1957

Personal and Confidential

Mr. Nicholas P. Callahan Federal Eureau of Investigation Washington, D. C.

Dear Callahan:

Your most competent personal supervision of the preparation of the material used by me before the House Appropriations Subcommittee is surely deserving of special recognition.

I was highly pleased with the quality of the material and know that the fine character of it is attributable to a great degree to the careful and intelligent attention you gave each phase of its preparation. You are indeed deserving of my sincere gratitude and commendation for another fine performance.

> Sincerely yours, o. Adam Esevosi

CC: Mr. Mohr (Personal Attention) CRD:js Based on memo Mr. Mohr to Mr. Tolson C MR INDER Salutation per Reading Room.

Boardman Belmont. Mason Mohr. Parsons Rosen . Tamm Winterrowd. Tele. Room -

Holloman

Office Memorandum • United States Government

TO:	MR. MOHR	DATE:	January 10, 19)57
FROM :	N. P. CALLAHAN	/ -1 .	andro	Tolson Nichols Boardman
		C. KING		Mohr Larson
subject:	FBI RECREATION ASSOCIATION	akvip.	. •	Rosen
•	ANNUAL REPORT	V V		Trotter
	CALENDAR YEAR 1956	•	4. 	Nease
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There was a total of 13,247 paid memberships.

The Camp Show Troupe had a very successful and full year again in 1956 and have performed 163 times since the troupe's inception in 1952 to the various military installations in this area.

A St. Valentines Dance was held in 1956 plus our second "name band" dance which was originated in 1955 was held on November 17, 1956; this dance commemorated the FBIRA's Twenty-Fifth Anniversary and was a huge success.

Two New York Excursion Trips and one Moonlight Potomac Cruise; and a new excursion to Williamsburg, Virginia; Skyline Drive; and the Luray Caverns; and also a trip to the Maryland-Tennessee Football Game in Knoxville, Tennessee.

The FBIRA Varsity Baseball Team won second half of Washington Post Industrial League and runners-up in City Championship. The Intra-mural Baseball League was again organized and a new trophy was established for this league. We had 17 basketball teams and the FBIRA Men's Varsity Ream finished in second place in A League of Recreation Department and FBIRA Girls' Varsity Team won D. C. Recreation Department's Treaguet One Trophymfor fourth consecutive year.

We held the FBIRA Tournament of Champions for six Duck Pin Intramural Teams in June, 1956, and also again sponsored team of Ten-Pin bowlers in Classic League in Washington.

Enclosures NPC:gt

(2)

OLD STATING

16 CATE \$ 1957 7 W

the calendar year 1956.

3-14

The FBIRA held for the first time a Golf Field Day for men and women which was enjoyed by all who entered the tournament. There were four golf teams again this year and they had successful year winning in the Federal Golf Association Inter-Agency Team Match finals.

The FBIRA for the first time planned an all-day outing at Quantico, Virginia, and approximately 1000 people attended this affair. It was considered a very good event to hold each year and so it was recommended and approved by the Director that the Quantico Field Day be held annually.

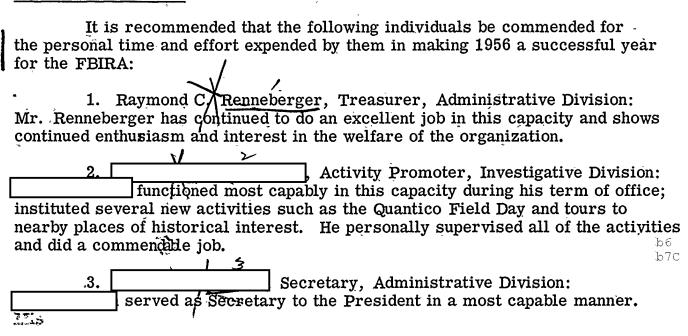
Plans were also formulated in 1956 for a European Tour in 1957 and the response was excellent. We have chartered three planes with a total of 185 employees and their families taking this tour.

The cost for the printing of "The Investigator" was again borne by the FBIRA at total cost of \$6,807.19; which includes Puzzle Contest which was held this year and contained in the "Investigator" and three prizes given.

Miscellaneous sport activities such as Touch Football, tennis, etc. were sponsored; also FBIRA again this year defrayed cost for Muzak.

Tickets for Ice Capades were purchased at discount for FBIRA members. A glee club was organized in December of 1956.

RECOMMENDATION



s transfer from the Identification Division to In fact, in view of the Investigative Division after his entry into office, he did not have sufficient clerical help to handle the duties of secretary for him and gave of her own time to carry this additional burden and did so in a very commendable fashion. 4. Assistant Activity Promoters Administrative Division; Special Agent Joseph A. Connors, Jr., Washington Field Office; Records and Communications Division; Records and Communications Division and Billy T Frazier, Identification Division; all of these Assistant Activity Promoters assisted the Activity Promoter in a commendable fashion and devoted much of their personal time and effort to all activities assigned to them. Director of the FBIRA Camp Show Troupe; Special Agent Coach and Manager of the FBIRA Baseball Team; Special Agent Wallace A Hawkins, Basketball Commissioner; Special Agent Mario Gregorio, Intra-Mural Baseball League; Special Agent Maurice F. Donegan, Jr., Golf Commissioner; Walter Spooner, Softball Commissioner; Special Agent William E. Leishear. Tennis Commissioner; and Special Agent Gerald J. Engert, Touch Football Commissioner; all these individuals coordinated the various activity they supervised and did a commendable job. d recommend Keities to all emplay

b6

January 18, 1957

Personal and Confidential

Mr. Nicholas P. Callahan Federal Eureau of Investigation Washington, D. C.

Dear Callahan:

I have reviewed with pleasure the report of the FEIRA activities during the year 1956 and feel that as President of the organization for last year you are deserving of special recognition and commendation.

The report reflects that the FBIRA again? enjoyed a successful year and I am sure your guidance was a major factor in the very fine record of activities in which Bureau employees participated. I am most appreciative of your efforts in this connection.

Sincerely yours,

J Eggar Hoover

CC: Mr. Mohr (Personal Attention)

COMMARE 14731 SOF

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Tamm
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Winterrowd
Tele. Room

Gandv

LRH:js

Based on memo Mr. Callahan to Mr. Möhr 1910/57 NPC:gt

& recommendation of Mr. Mohr

Salutation per Reading Room.

90

W. T.

FD-281a (Rev. 2-20-56)

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RECEIPT FOR GOVERNMENT PROPERTY FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

1-11.57

I certify that I have received the following Government property for official use: returned

Key to Room B-217 and B-216

83

XXXXXX

67-NU

790 JAN 14 1957

3/12

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ONIT OR MUTILATE IT IN ANYWAY.

Very truly yours,

N.P. Cellahan (hoc)

N. P. Callahan

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December 11, 1956

Mr. N. P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Callahan:

I want you to know that I am most appreciative of the excellent arrangements which you made in connection with my trip to Cleveland.

Everything possible was done by you to facilitate my departure for Cleveland and my arrival on my return to Washington. I am grateful to you for your helpfulness in connection with my baggage.

With best wishes.

Sincerely,

MC 11 ... 11 ... 11 ... 11 ... 156

/S/ J. Edgar Hoover

CT:DSS

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Searched 10:15 And 10:15

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2				Annual	11-13-56
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2-26-1	3 D. C.			•	<u> </u>
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·	34. G-U SYSTEM				
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<u> </u>	36. FEET				
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ATTACHMENT TO STANDARD FORM 88 (Revised December 5, 1955)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

- 2	67
3	68
11	69
14	71 (Item 71, audiometer examinations,
1.7	should be afforded whenever possible.)
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee qualified for strenuous physical exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? Does examinee have any defects prohibiting safe operation of motor vehicles?

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

(Signature of Medical Examiner)

NOV 20 1956

(Date)

CALLAHAM, N. P.

ENCTOSITE 67-43 961-273

STANDARD FORM NO. 64

The Ohio Casualty Insurance Company

HAMILTON, OHIO

SUPPLEMENTAL AGREEMENT

A certain Bond, No. 537992 wherein Nicholas P. Callahan (Principal)	· (4)
of	
in the amount of	1
and dated on or about the same Ast and day of many June June 1951.; on which The Ohio Casualty Insurance Company, of Hamilton, Ohio, is Surety.	į
IN CONSIDERATION of the payment by the Principal of \$	
Paragraph That in the event any claim, demand, suit, action or other proceeding is made or brought under said bond for loss or damage arising out of an alleged breach of the conditions of said bond, the Company hereby agrees, subject to the conditions and limitations hereinafter set forth:	
A. To investigate all such claims or demands, of which the Company shall have notice as required herein.	
B. To defend, on behalf of the Principal, any suit, action or other proceeding brought to enforce such claims.	
C. To pay any sums not exceeding the amount specified in Paragraph II hereof, which the Principal has obligated himself to pay under said bond by reason of the liability imposed upon him by law on account of such claims, demands, suits, actions, or other proceedings.	
D. To waive any rights to be indemnified by, or to recover from, said Principal, any sums paid by the Company under said bond unless the amount of such sums exceeds the amount specified in Paragraph II of this Agreement.	i
Paragraph The total liability of the Company under this Agreement is limited to the sum of Five thousand (\$ 5000.00) Dollars.	
lst ,	
Paragraph This Supplemental Agreement shall apply only to acts of the Principal occurring on or after the day of June 1951, and prior to the cancellation or termination of this Agreement or the bond as provided in Condition 9.	
THIS AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS, WHICH SHALL BE CONDITIONS PRECEDENT TO ANY RECOVERY HEREUNDER:	
15. That this agreement shall not apply to any claim, demand, action, suit or other proceeding which is predicated, in, whole or in part, on	•
(a) The dishonest or fraudulent act of the Principal, or the dishonest or fraudulent act of the Principal's agents, deputies or employees, for which the Principal may be liable under the bond;	
(b) The failure of said Principal to account for any moneys or funds, where such failure was due to the closing or insolvency of any bank or other depository, or to the suspension of payments by any bank or other depository;	
(c) The act of any agent, deputy or employee of the Principal (other than a dishonest or fraudulent act of the agent, deputy or employee of said Principal for which the Principal may be liable under the bond, which are expressly excluded in subparagraph (a) of this Condition), or the happening of any casualty or event where the Principal holds valid and collectible indemnity, suretyship, insurance or other security under which he would be indemnified, insured or made secure on account of such loss caused by such agent, deputy or employee or through the happening of such casualty or event.	•
(d) Any act of the Principal, his agents, deputies or employees, which is not recoverable under the bond.	!
2. The Principal, on knowledge of any claim being made against him under the bond, and, if he is a certifying officer, on knowledge of any question being raised by the General Accounting Office concerning any voucher or account certified by him, and, if he is not a certifying officer, on knowledge that any question has been raised concerning any act or omission which might give rise to a claim under the bond, shall give written notice thereof within ten days to the Company or to its authorized agent.	٠.
3. If claim is made or suit is brought against the Principal, the Principal shall immediately forward to the Company, every	>

- 4. The Principal shall cooperate with the Company in facilitating the investigation and disposition of claims and suits, and upon the Company's request, shall attend hearings, and trials and shall cassist in the conduct of suits, in making settlements, in securing and giving evidence, and in obtaining the attendance of witnesses; but the Principal shall not except at his own cost and risk, voluntarily assume any liability or incur any expense or settle any claims without the written consent of the Company previously
- 5. In the event of any payment by the Company of loss or expense under this Agreement, the Company shall be subrogated to all of the Principal's rights of recovery therefor, and the Principal shall execute all papers required and shall do everything necessary, to secure such rights.
- 6. Where the Company has made any payments of any loss, costs or expense, such payments, as between the Principal and the Company, shall be deemed payments in reduction of the Company's liability under said bond and this Agreement, and the terms of this Agreement shall be applicable only to any remainder.
- 7. Irrespective of the number of years that this Agreement is in force and the number of annual payments made therefor by the Principal, the aggregate amount of the Company's liability under this Agreement shall not exceed the amount set forth in Paragraph II of this Agreement, which amount shall be considered a part of, but not in addition to, the amount of the bond.

FD-281a (Rev. 2-20-56)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:

returned

INSPECTOR'S MANUAL # 12 (issued 8-15-56)

RETURNED Listry 4301 16

INSPECTOR'S MANUAL # 16
(Lssued 4-7-52)

67 - NOT RECORDED

5 Sz. 1. 1956

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ONIT OR MUTILATE IT IN ANY WAY.

PER OND

Very truly yours,

N. P. Callahan

emorandum UNITED STATES GOVERNMENT C. Ray Savidson August 17, 1956 MR. TOLSON J. P. MOHR FROM: Mohr. NICHOLAS P. CALLAHAN SUBJECT: Parsons Number One Man Administrative Division Winterrowd Tele. Room ERRORS IN CORRESPONDENCE Holloman . Gandy: Since May 10, 1956, Mr. Callahan has initialed ten items of correspondence containing typographical and form errors which he failed to detect. He handles an exceptionally heavy volume of mail on a daily basis; however, I feel that he should have detected some of these errors and had them corrected before permitting the correspondence to leave this division. He has assured me he will do everything possible to detect the errors in the future. RECOMMENDATION. In accordance with existing policy, I recommend that Mr. Callahan receive a letter of censure.

A PERMANENT BRIEF OF MR. CALLAHAN'S FILE IS ATTACHED.

Enclosure FRC:akc (2)

8/24/50 letter of cersu

RECORDED - 142

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FEDERAL DUNLAU DE

August 22, 1956

PERCONAL AND COMPIDENTIAL

Ur. Nicholas P. Callahan Federal Curcau of Investigation Vashington 25, D. C.

Dear Mr. Callahan:

My attention has been directed to the fact that in the recent past you have failed to detect and have corrected a number of nonsubstantive errors in official correspondence which you have approved.

Your failure to observe these errors indicates the need for greater thereughness and care in reviewing all official mail in order that such errors may be eliminated in the future.

Vory truly yours,

J, Edgar Hoover

TM: 11w/act (5)

John Edgar Hoover Director

cc: Mr. J. P. Mohr (Personal Attention)

Coat of Government, Administrative Division File.

Eased on memo from J. P. Hohr to fir. Tolcon / 1-/1-00, -

7.58

Tolson _____ & A
Nichols ____ Boardman ____
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Office Memorandum · UNITED STATES GOVERNMENT TO : MR. TOLSON DATE June 15, 1956 FROM : J. P. MOHR SUBJECT: Special Agent Washington Field Office EOD Special Agent Washington Field Office FOD Special Agent Washington Field Office For Special Agent Washington Field Office In connection with my memorandum of June 13, 1958, concerning the transfer request of SA on May 17, 1956, you and the Director raised a number of questions which will be answered and explained hereafter. My memorandum pointed out that we had made an error on the yellow copy of the letter to SA and a name appeared on the San Francisco Office of Preference list. You asked who made this error. The notation on the yellow stated that SA special S	N. Francisco	The state of the s	W. C.			
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Memo to Mr. Tolson (continued)

3. That Assistant Personnel Officer W. S. Tavel who approved the letter for the Personnel Section be censured;

4. That Inspector N. P. Callahan who approved the communication for the Administrative Division be cansured;

B. N. Nease

5. That Inspector Nease who approved the letter for Mr. Tolson be censured.

"myselfth book completely that is more than the operations

6. That I be censured because of my responsibility for the operations of this Division.

Argree 93

James James

PERMANENT BRIEFS OF THE FILES OF CALLAHAN AND NEASE ARE ATTACHED.

TAVEL, HEREFORD b7C

Memo to Mr. Tolson (continued)

	You noted that this matter was very badly handled by Supervisor and stated that he should be censured. In this connection the Director noted, "Yes, but where does fit in. H." The Director also noted, "It was atrociously handled apparently consideration is not given to one's outstanding record and length of service when he has a real problem. There certainly must be in S. F. & L. A. men with much shorter service and by no means such fine records as had. H."
	SA is assigned to the Personnel Section of the Administrative Division and made the initial analysis of SA s letter
	explanation, SA advised me today that he carefully reviewed SA s letter and concluded that his request was in the nature of an Office of Preference transfer and was not based upon a pressing personal problem. pointed out that in his letter SA stated that his Mother had had a stroke but that
	her condition had measurably improved. In addition, SA specifically pointed out that he did not intend that his letter be a request for a transfer due to any particular hardship. In the past and in accordance with policy set forth in SAC Letter #54-63 dated 11/9/54, requests of this nature have been handled
\	in the manner that handled instant case. ascertained that s name did not appear on the top of any of the offices he listed and therefore, he prepared the outgoing letter and did not prepare a cover memorandum. This procedure has been in effect since the issuance of the above-mentioned SAC. Letter.
	In connection with our policy on handling these matters, the SAC Letter referred to pointed out that the Bureau had noted a growing trend to request hardship transfers, particularly on the part of newer Agents in the service
	on problems that do not appear to be extremely serious and others based on problems "such as aging parents which are common to almost all Agents." The SAC Letter further pointed out for the information of all Agents that the maintenance of hardship transfer list had been abandoned and "hereafter, when
ı	listed as the Agent's offices of preference." As you are aware, we have made a number of exceptions to this rule, particularly in the case of Agents having various personal problems such as serious illnesses in the immediate family.
	illnesses on the part of Agents, polio cases, meningitis cases and a number of other serious situations. Agents having serious problems have been transferred to their office of preference irregardless to where their names appear on the Office of Preference list; however, these have been very serious cases.

Memo to Mr. Tolson (continued)

Agents attending In-Service Training are reminded of the Bureau's policy and are in full accord with the policy. We have received numerous commendatory statements from Agents throughout the service and at the Seat of Government concerning the Bureau's present policy on transferring Agents to their office of preference. Many of the Agents we have turned down on hardship transfer requests have stated in letters and during interview after the situation was explained to them that they fully understood and they appreciated the Bureau's policy. Every Agent attending In-Service who is not in an office of preference makes it a point to check the office of preference list to see just where he stands. In addition, many of the Agents bring in additional names of Agents to be checked on the list. We receive numerous communications from the Field concerning the Office of Preference list. I honestly feel that our present policy has been a big boost to the morale of a vast majority, of Agents throughout the service.

The letter to SA of May 23, 1956, was read and approved by a number of Supervisors and officials. It was initially approved by Unit Chief F. D. Hereford and by way of explanation, Mr. Hereford stated that he felt the letter was responsive and for the reasons noted by Hereford felt it was handled in accordance with existing policy.

It was then read and approved by Assistant Personnel Officer W. S. Tavel. Mr. Tavel has advised that he reviewed this matter very carefully and concluded that the action being taken was in conformance with existing Bureau policy and instructions in the above-mentioned SAC Letter and consequently, approved it for the Personnel Section.

Mr. Callahan approved the communication for the Administrative Division in my absence and stated that upon reviewing the background material available at the time, felt that the action being recommended was consistent with existing Bureau policy.

b6 b7C

The communication was read and approved in Mr. Tolson's Office by Inspector Nease. Mr. Nease advises that he regrets that he did not properly evaluate Agent selector, particularly so as he was familiar with his Bureau record. Nease states it had been called to his attention previously that might be interested in administrative advancement, then again that he might want to get back to the Laboratory; that while had previously been assigned to the Laboratory, he had expressed a desire to get back into

Memo to Mr. Tolson (continued)

	the field and was transferred to the Washington Field Office at that time.
	When his letter came through indicating a desire for assignment to one
	of the western offices, Nease states, he very frankly but erroneously
1	concluded that simply wanted a change and probably dich't know exactly
	what he did want to do. Nease states he will certainly exercise more care,
/	in evaluating such matters in the future.
(The state of the s
P P	have ugain reviewed this entire matter and as I pointed out it my
	memorandum of June 13th, SA sletter was construed by this Division
	to be a request for a future transfer when vacancies occurred in his offices
	of preference and when he specifically mentioned that his letter should not be
t	taken as a request for a transfer due to any particular hardship. I can under-
-1	stand why the matter was construed as it was. It was also noted that SA
ġ	listed Salt Lake City as his first office of preference even though his Mother
	presently resides in the suburbs of Los Angeles, a distance of some 550
	airline miles from Sal Lake City It is now obvious that the wrong conclusion
1	was reached in this case and further, it is also obvious that a memorandum
	should have been prepared so that you and the Director could have had an
	opportunity to review all the facts in this matter. I am extremely sorry that we
	did not use better judgment and foresight in making our analysis of this
	situation. I can assure you that in the future all transfer requests regardless 😕 🕻
j	of the seriousness of the situation will be handled by appropriate memorandum,
1	a brief of the Agent's file and a recommendation for appropriate action by this
	Division. In addition, I will personally review all such memoranda unless I
1	am out of the office and unavailable. As you have instructed, these matters
	will be referred to you personally in the future.
	DECYMMEND ATTOMO
-	RECOMMENDATIONS
	In view of the manner in which this matter was handled, I recommend
	the following:
	the following,
	l. That Supervisor who prepared the letter be
	Censured
	2. That Unit Chief F. D. Hereford who approved the letter be censured.
	Kowam irrelations
	2. That Unit Chief F. D. Hereford who approved the letter be consured
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June 19, 1956

Mr. Micholas P. Callahan Federal Bureau of Investigation Ecohington, D. C.

Dear Ur. Callahan:

My attention has been called to the fact that you reviewed and approved a communication dated Lay 29, 1956, inferming a Special Agent that feverable consideratten could not be given at this time to his transfer to ony one of his offices of preference. Although this agent has an above-average work record and expressed an interest in such transfer due to a serious personal problem, you did not properly evaluate these factors and as a result? the wrong conclusion was reached in this natter. Furthers a nore, I have noted that in this instance there use a Johl Bre to apply and interpret existing Eureau policy with necessary common sense and good judgment.

I shall expect that in the future you will carry out your responsibilities with greater regard for the dee 2 interests of the Bureau.

Very truly yours,

John Edgar Boover Director

TJN:bak (4)

cc - Mr. Mohr (Personal Attention.

Based on memo from Mohr to Tolson, 6/15/56, ERC:gt.

JUN 2.0 1956

PAST SAFE DRIVING RECORD CERTIFICATION

	Λ					
•	NAME (F OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL) CALLAHAN, NICHOLAS P.		1.DATE 4/30/56			
	Administrative Division, Budget Section	POSITION TITLE				
	THIS IS TO CERTIFY THAT I PRESENTLY THOLD DO NOT HOLD A DRIVER'S LICENSE.	Inspector VALID MOTOR VEHICLE OPERATOR'S I	PERMIT OR			
OPERATOR	PERMIT ISSUED BY: State of Maryland (STATE, TERRITORY District of Columbia	866168 Need not be	renewed 3/31/57			
₽	THIS IS AN UNRESTRICTED (NECESTRATE) PERMIT. (IF RESTRICTED, EXP	THIS IS AN UNRESTRICTED (NACTOR DESCRIPTION) PERMIT. (IF RESTRICTED, EXPLAIN BELOW)				
BE FILLED IN	THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSON-ALLY OWNED) APPROXIMATELY 30,000 MILES. DURING THIS TIME (A) I X HAVE HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I HAVE X HAVE NOT BEEN HELD AT FAULT AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND					
101	DATES OF OFFENSES.		*			
	* "AT: FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY					
	OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.	SIGNATURE OF OPERATOR				
·	NAME OF REVIEWING OFFICIAL" (PRINT - LAST, FIRST, MIDDLE INITIA	I	DATE			
	Smith, C. Q.	SPECIAL AGENT				
	THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:					
AL:	INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **					
OFFICIAL	1-CERTIFY THAT THIS EMPLOYEE IS:					
REVIEWING O	QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.					
₩	NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.					
≅ ,	REMARKS:					
BE'FILLED IN	- 53	n	repl			
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	Signature and the same and the		•			
•	** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.	(SIGNATURE OF REVIEWING, OFFICE	ALI			

AST N	AME-FIRST NAME-MIDDLE NAME	2. DATE OF BIRTH	3. TITLE POSITION	
AL	LAHAN, NICHOLAS P.	12/26/13	Inspector	
OME A	ADDRESS (Number, street or RFD, city or town, zone and State)		5. EMPLOYING AGENCY,	
	Buchanan Street, N.E., Washingt		Dept. of Justice (FBI)	
AVE 1		:m) _,		
NO		YES NO.		
X	Poor vision in one or both eyes Eye disease		ritis, rheumatism, swollen or painful joints	
X	Poor hearing in one or both ears		of hand, arm, foot, or leg	
X	Diabetes	one or both ears \times \tin \times \times \times \times \times \times \times \times \times		
Palpitation, chest pain or shortness of breath X Rervous or mental trouble of any kind X Blackouts or epilepsy				
x.	Dizziness or fainting spells	The state of the s		
<u>-x</u> _	Frequent or severe headaches	X Exces	ssive drinking habit (ALCOHOL)	
x	High or low blood pressure	X Other	serious defects or diseases	
_ _x_	Drug or narcotic habit			
	R ANSWER IS "YES" TO ONE OR MORE OF THE ABOVE QU	FETIONS PVS 423 =:	LL V IN TUIC COLOR	
,				
(C) DO	YOU WEAR GLASSES? YES X NO		CONTACT LENSES? TYES X NO	
(C) DO		nd I understand that	a false statement or dishonest answer to any	
(C) DO I questic	YOU WEAR A HEARING AID? YES NO certify that my answers above are full and true, an on may be grounds for cancellation of my eligibility	nd I understand that	a false statement or dishonest answer to any	
(C) DO I questic	YOU WEAR A HEARING AID? YES NO certify that my answers above are full and true, an on may be grounds for cancellation of my eligibility	nd I understand that	a false statement or dishonest answer to any om the service and is punishable by law.	
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(C) DO I questic	REVIEW AND CERTIFICAT certify that I have reviewed this physical fitness inquion of the applicant, and that I have made the follow There is no information on this form or otherw physical examination. On the basis of items checked on this form or of examination before he is authorized to opera	ION BY DESIGNAT arry form and other ring determination: rise available to indicate the information, the tean Government-ow	a false statement or dishonest answer to any om the service and is punishable by law. April 30, 1956 ED OFFICIAL available information regarding the physical eate that the applicant should be referred for is applicant must be referred for physical ned motor vehicle or his current authoriza-	

STANDARD FORM NO. 64 fice Memorandum UNITED STATES GOVERNMENT April 17, 1956 DATE: MR. TOLSON TO Tolson J. P. MOHR Nichols FROM Boardman CALLAHAN NICHOLAS P. SUBJECT: Number One Man Rosen Tamm Administrative Division Nease

ERRORS IN CORRESPONDENCE

Since February 1, 1956, Mr. Callahan has initialed 11 items of correspondence containing typographical errors which he failed to detect. Although none of these errors were substantive in nature, I feel that Mr. Callahan should have detected some of them even though he handles a very heavy volume of correspondence daily. He has assured me that he will do everything possible to eliminate these typographical errors from correspondence in the future and I feel sure there will be a very definite improvement in this respect.

RECOMMENDATION:

In accordance with existing policy, I recommend that Mr. Callahan receive a letter of censure.

RECORDED - 144

A PERMANENT BRIEF OF MR. CALLAHAN'S FILE IS ATTACHED.

Enclosure

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3-1264





FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

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	(•
Name of Employee: .	NICHOLAS P. C	ZALLAHAN	_
· Where Assigned	d: Administrative (Division)	Division (Section, Un	it)
Payroll Title: .	Inspector		
Rating Period: fr	om April 1, 1955	to <u>March 31, 195</u>	6
ADJECTIVE RATI	IVG -	TISFACTORY g, Satisfactory, Unsatisfactory	Employee's Initials
Rated by:	2 Proh	Assistant Directo	or <u>3/31/56</u> Date
Reviewed by:	Clude a. Yal Signature	Associate Direc	tor 3/31/56 Date
Rating approved by:	Signature	Title	Date
	(X) Official (X) Annual	() Administrative () 60-day 2	APR 4 1956 CONSERVICE TOWNSERVICE
38	APR 5 1956		THE WAY

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Nai	me of Employee	ICHOLAS P. CALLAH	AN	TitleIns	pector
·	• •			Rating Period	from 4/1/55 to 3/31/56
-	,	RATING G	UIDE AND CHEC	K-LIST	-
****	Rate items as follows Outstanding (exceedi Satisfactory (ranging Unsatisfactory.	ng excellent and deserving special comm from good to excellent but not sufficient oraise performance during rating period.	endation).		me salary grade should be compared
as s So t mai	set out on the reverse of for	atisfactory' ratings are concerned, it is impoured, it is impoured equal weight for all elements rated, minus marks must be supported by narrate.	3		
	(3) Attitude (includin enthusiasm, am share work load share work load (4) Physical fitness (i) (5) Resourcefulness and (7) Judgment, including conclusions; abit (8) Initiative and the responsibility: (9) Planning ability and the responsibility: (10) Accuracy and atte (11) Industry, including the conclusions of the consider adher attributable to consider adher attribut	dectiveness of his personal contacts, and dependability, cooperativeness, loyalty, enability and willingness to equitably and lingeness to equitably and lingeness to equitably and ingenuity. Indicate the cooperativeness as required. In a common sense, ability to arrive at property to define objectives. In a common sense, ability to arrive at property to define objectives. In a common sense, ability to arrive at property to define objectives. In a common sense, ability to arrive at property to define objectives. In a common sense, ability to arrive at property to a property and its application to the work. In the common sense of appropriate action on own and its application to duting amount of acceptable work productives on or completion of assignments. A sense on or completion of assignments. A cance to deadlines unless failure to meet auses beyond employee's control. Its, instructions, rules and regulations, and results: The common sense are required. The common sense, ability to arrive at property and its application on own and its application to the work. The common sense, ability to arrive at property as a common sense, ability to arrive at property and its application on own and its application to duting amount of acceptable work productions on completion of assignments. A sense of completion of assignments are acceptable work productions, and its application to duting amount of acceptable work productions, and its application to duting amount of acceptable work productions, and its application and its application to duting amount of acceptable work productions, and its application to duting amount of acceptable work productions, and its application to duting amount of acceptable work productions, and its application to duting amount of acceptable work productions, and its application to acceptable work productions, and its application to acceptable work productions, and its application to acceptable work production of acceptable work production of acceptable work productions, and its application to ac	es. ed. is in of	(19) Reporting ability: (a) Investigative re (b) Summary reporting the consider; (consider; (consi	ts wires cisepess; clarity; organization accuracy; adequacy and pertaction accuracy; and rate: ity and rate:
A,	Specify general nature of tor, etc.):	f assignment during most of rating perio	d (such as security, c	criminal, applicant squad, or	as resident Agent, supervisor, instruc-
B.	Specify employee's most	oteworthy special talents (such as invest		earch, instructor, speaker):	sure au
C.	(1) Is employee available	for general assignment wherever needs of	f service require?V.C	S (If answer is not 'yes', expl	lain in narrative comments.) ain in narrative comments.)
D.	Has employee had any al	normal sick leave record during rating p	eriod? <u>no</u> (If so, ex	splain in narrative comments)
	ADJECTIVE RATING		SATISFACTO	FORY actory, Unsatisfactory	<u>, pie p</u>

During the past year, Mr. Callahan has continued to function as #1 Man of the Administrative Division. He has performed his duties in an excellent manner, showing a high degree of initiative, knowledge and ability in connection with the work he is required to do.

In an effort to achieve maximum results in connection with his work, he has done an outstanding job in developing sources and contacts outside of the Bureau with whom we have occasion to deal from time to time. His contacts are particularly outstanding in the transportation field, General Accounting Office, the Budget Bureau and on the Hill. As a result of these contacts, he has been able to obtain extremely worthwhile information to assist the Bureau in properly discharging the work in the Administrative Division.

He is required to review and approve large volumes of mail and he has been censured for failure to detect all typographical or minor errors in mail he has reviewed and approved. He is making every effort to completely eliminate all errors in any mail reviewed and approved by him. His attitude in this regard is excellent.

Mr. Callahan has an outstanding knowledge of budgetary procedures and problems and during the past year he has exhibited an outstanding ability to handle his work in this regard. His assistance in preparing budget material in my estimation has been outstanding and he has been the recipient of commendation from the Director for his work in this regard.

Mr. Callahan is a thoroughly loyal and conscientious employee and a credit to the Bureau. I regard his work performance during the pertinent rating period as having been of a very high caliber and I would rate his efforts as excellent.

proc



UNITED TATES DEPARTMENT OF JUSTIE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

WASHINGTON 25, D. C.

Special Agent

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

any lia	bility shall occur.	The followi	ng person is	designated as my	beneficiary	for FBI Agents'	Insurance Fun
Name	Mrs. Lillian (Callahan	· ·	Relationship	wife	Date	, , , , , , , , , , , , , , , , , , ,
Address	1301 Buchanan	Street. N	ortheast.	Washington.	D. C		<u> </u>
death l	The following percentit to beneficiar			beneficiary under ne line of duty.	the Chas. S	. Ross Fund prov	iding \$1500
Name	Same as abo	ve		Relationship_		Date	
Address							
MI	AND USE	67-N 2 1856	OT RE	CORDED 1956	Very	truly yours,	lan

Washington, D. C. March 5, 1956

Mr. Tolson
Mr. Nichols
Mr. Boardman
Mr. Belmont
Mr. Mason
Mr. Mohr.
Mr. Parsons
Mr. Rosen
Mr. Tamm

Mr. J. Edgar Hööver Director

Federal Bureau of Investigation Washington, D. C.

Dear Boss:

It was most generous and considerate of you to take your time to write me the very nice note of March 4, 1956, on the occasion of my Twenty-First Anniversary with the Bureau.

I cannot adequately express my gratefulness for the many opportunities which have been afforded me in the Bureau. I can simply state I am most appreciative for the many considerations which have been afforded me and hope that I will have the opportunity to serve you, Mr. Tolson and the Bureau for many years to come.

Sincerely,

N. P. Callahan

RECORDED-145

6 MAR & 1956

Solivo .

1956

March 4, 1956

PERSONAL

Mr. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Callahan:

I am indeed pleased to join your many friends and associates who are extending congratulations to you on the occasion of your Twenty-first Anniversary with the FBI. Your loyal and dedicated service over the years has contributed materially to the accomplishments of the Bureau, and you may well take pride in your achievements, just as I do. It is my sincere hope that you will remain with the Bureau for many more years.

Sincerely,

151 J. Edger Hoomen

SENT FROM D. O.

TIME SISUAM

DATE 3-5-56

BY MUSE

BE0030E0-145 T

67-43961-264

Searched 132

P 2 MAR 5 1956

FEDERAL ELABOR INVESTIGATION

Nichols Boardman

Belmont Mason Mason Mohr

Parsons Rosen

Tamm Vinterrowd Tele, Room
Holloman Gandy 3 MAR 8 1956

STATE OF

Ohio Casualty Insurance Company Barr Building 910 - 17th Street, Northwest Washington, D. C.

Attention: Ur. Russell Reigart

Gentlemen:

111-01001

UNION OF

This is to advise that under the terms of Public Law 323, approved August 9, 1955, the Department of Justice negotiated a contract providing surety bond coverage for all employees of this Bureau previously bonded by your company. This contract went into effect January 1, 1956. In view of this fact your responsibility as surety for the following employees of this Bureau for the positions indicated terminated as of the close of business December 31, 1955:

CERTIFYING OFFICERS

John P. Hohr
W. P. Callahan
A. P. Gunsser
Jamie S. Johnson

A. Everett Leonard Vaurice F. Row IMPREST FUND CASHIERS

b6 b7C

Very truly yours,

John Edgar Hoover Director

36 FEB 27 1956

This is a part of the prescribed productive under the authority delegated to the Director to designate "Authorized Certifying Officers" (Department Order No. 30-53, dated September 29, 1953)

NAME: (Nicholas P. Callahan)

TITLE: Inspector

PAYROLL # 11814

GRADE: GS 16, \$13, 330

EOD:

3/4/35 as Messenger

NOT ON PROBATION

6/26/39 as Special Agent (A)

NON-YETERAN

ASSISTANT DIRECTOR MOHR:

Mr. Callahan is the #1 Man of the Administrative Division. He also supervises the work of the Budget and Accounting Unit, Voucher Unit, Legislative Unit, Payroll Unit and Property Procurement Unit. He has an excellent over-all knowledge of the work of this division and handles his duties in an outstanding fashion. His work on budget material is of a particularly outstanding nature.

Mr. Callahan is an extremely loyal employee to the Director and the Bureau, he is dependable and it is a pleasure to be associated with him.

RATING: SATISFACTORY

ASSISTANT DIRECTOR TAMM:

Mr. Callahan is extremely loyal, sincere, honest, interested and capable. He does an excellent job and I would say is a definite asset to the Bureau.

36 36 FEB 10 1956

Inspection Administrative Division January 19, 1956 JPM:DW CLEARS RECORDED TO

February 2, 1956

Personal and <u>Confidential</u>

Ur. N. Pi Callahan Federal Bureau of Investigation Tashington, D. C.

Déar Callahan:

The fine manner in which the material for my use before the House Appropriations Committee yesterday was prepared is due in no small way to your enthusiasm and conscientious efforts.

You did a very commendable job in this regard and I personally appreciate it very much.

Sincerely,

J. Edgar Full

RECEIVED READING ROOM

FEB 3 1070 MAILED 25

cc - Mr. Mohr

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Boardman		
Nichols		
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Wind

Office Memorandum UNITED STATES GOVERNMENT

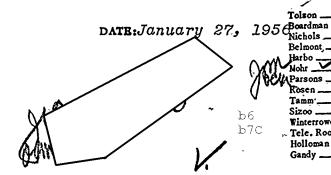
MR. TOLSON TO

FROM : J. P. MOHR

NICHOLAS P. CALLAHAN SUBJECT:

Number One Man

Administrative Division



Tolson

Belmont, brbo Nohr .

AParsons Rosen Tamm Sizoo .

Winterrowd

Tele. Room

Holloman .

Gandy .

ERRORS IN CORRESPONDENCE

Since November 10, 1955, Mr. Callahan has initialled a heavy volume of signature mail; however, he failed to detect ten typographical and form errors. None of the errors were of a substantive nature but were of the type that are very difficult to detect in correspondence, particularly when such a heavy volume must be read and approved daily. Mr. Callahan is doing everything possible to eliminate errors from correspondence, and I am sure there will be an improvement in the future.

RECOMMENDATION:

In accordance with the existing policy, Mr. Callahan should receive a letter of censure for failing to detect these ten errors in correspondence.

58 FEB 3 1958 CORDED - 144

January 31, 1956

PERSONAL AND CONFIDENTIAL

Ur. Nicholas P. Callahan Federal Bureau of Investigation Vashington, D. C.

Dear Ur. Callahan:

The Bureau has noted that on a number of occasions since November 10, 1955, you have reviewed and approved official correspondence containing nonsubstantive errors. As you are undoubtedly aware, it is imperative that Bureau correspondence be free from errors of this nature.

The Bureau is fully aware of the fact that it is necessary for you to review a heavy volume of official communications daily; nevertheless, you should intensify your efforts in the future to prevent errors of the type referred to above.

Very truly yours,

J. Edgar Hoover John Edgar Hoover JANG 1 1253 Director TECORDED - 144 MAILED AL cc - Mr. Mohr (Personal Attention) . Mohr to Mr. Tolson dated 1/2

Boardman Based on memo J. P Winterrowd Tele. Room Holloman'

DCM: klm

Nichols Belmont Harbo . Mohr . Parsons

Rosen Tamm Sizoo _ TATION

Jonuary DR, 1950

Concrable Cicrence Canson Couse of Copyropentables Yeshington, J. C.

Li deer Live Statemans

Liny thinks for your thoughtful letters of January 10, 1753, relative to the destatance representations of this Durson have been privileged to render your Luruage and Investigations Staff of the Consistee on Appropriations.

Tou may be bure it age a pleasure for Indpectors dicholds F. Calletia and James L. Dagent and Capatal Agent Layers Level Agent Layers Layers Layers Countain, Capatal Level Layers and John A. Munital to have been of cervice to your Constitute, and I am making copies of your letters applicable to thou. I know that will above in the appreciation of Applicable Libers in the appreciation of Applicable. Director John P. Dair and me for your generous comments.

Stageroly paura,

b6 b7C

co - Lr. J. P. Lohr, with copy of incoming.

-or - Tr. Nicholas F. Callahan, with copy of incoming.

co - LA. James E. Mujent, with copy of incoming.

co - LA. James E. Mujent, with copy of incoming.

co - LA. James E. Mujent, with copy of incoming.

co - LA Lao J. Cauthier, with copy of incoming.

co - LA Raymond Renneberger, with copy of incoming.

2cc - Washington Field Office, with 2 copies of incoming.

(continued war inch)

Jamesak James (19)

CA-STATE PROPERTY TO SEE

5 JAN 30 1956

Letter to Honorable Clarence Cannon

January 27, 1956

cc - Personnel file of Nicholas P. Callahan, with copy of incoming cc - Personnel file of James E. Nuaent, with copy of incoming. b6 cc - Personnel file of Leo J. Gauthier, with copy of incoming. cc - Personnel file of Raymond Renneberger, with copy of incoming. cc - Personnel file of Carl L. Bennette with copy of incoming. cc - Personnel file of John A. Ruhl, with copy of incoming.

NOTE: Bufile 62-77118 reflects Congressman Cannon is a longtime friend of the Bureau. He has been regularly congratulated from 1944 to 1954 upon his re-elections to Congress.

MAJORITY MEMBERS CLANENCE CANNON, MO., CHAIRMAN

GEORGE H. MAHON, TEX.
HARRY R. SHEPPARD, CALIF.
ALBERT THOMAS, TEX.
MICHAEL J. KIRWAM, OHIO
W. F. NORRELL, ARRC.
JAMIE L. WHITTEN, MISS.
GEORGE W. ANDREWS, ALA.
JOHN J. ROONEY, N. Y.
J. VAUGHAN GARY, VA.
JOHN S. FOOLARTY, R. I.
ROBERT L. F. SIKES, FLA.
ANTONO M. FERNANDEZ, N. MEX.
PRINCE H. FRESTON, JR., GA.
OTTO E. PASSMAN, LA.
LOUIS C. PARANT, MICH.
SIGNEY R. YATES, ILL.
FRED D. SIZMINSKI, N. J.
JOHN J. RELEY, S. C.
ALFRED D. SIZMINSKI, N. J.
JOE L. EVINS, TENS.
HENDERSON LANGAM, GA.
CHARLES B. DEANE, N. C.
JOHN F. SHELLEY, CALIF.
EDWAND F. SOLAND, MASS.
DON MAGNISON, WAEN,
WILLIAM H. NATCHER, KY.
DANIEL J. FLOOD, PA.
WHATILL M. K. DENTON, INC.
MAMES C. MURRAY, ILL.

House of Representatives Committee on Appropriations Eighty-lough Congress Washington, B. C.

January 20, 1956

MINORITY MEMBERS

كتيابية البر وهيسيات بالع

JOHN TABER, N. Y.
RICHARD B. WIGGLESWORTH, MASS,
BEN F. JENSEN, IOWA
H. CARL ANDERSEN, MINNE,
WALT HORAN, WASH,
GORDON CAMPIELD, N. J.
IVOR D. FENTON, PA.
JOHN PHILLIPS, CALIF,
ERRETT P. SCRIVNER, KANS,
FREDERIC R. COUDERT, JR., N. Y.
CLIFF CLEVENGER, OHIO
EARL WILSON, IND,
GLEIN R. DANIS, WIS,
BEHAMMIN F. JAMES, PA.
GERALD R. FORD, JR., MICH,
EDWARD T. MILLER, MO.
OMARLES W. WIRSELL, KL.,
Y. MILLER, MAD,
H. HAMBLD C, OUTERTAG, N. Y.

REPORTH SPRANCLE, CLARK AND STAPP DIRECTOR

b6

b7C

THE SPHENCE-MATERIAL FALS EXT 215

Honorable J. Edgar Hoover Director Federal Sureau of Investigation Washington 25, D. C.

Dear Mr. Hoover:

Please accept my best wishes for a happy and prosper-our New Year.

Sincerely,

Chairman

Clarence Cannon

RECEIPT FOR GOVERNMENT PROPERTY FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

1-5-56

I certify that I have received the following Government property for official use returned

Binoculars #80950

99

JAN 10195BBAD

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

REAL MALINIAL STATES

Very truly yours,

N. P. Callahan



Standard Form 88

(Rev. Aug. 1950)

PROMUGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAM	E-FIRST NAME-MIDDLE	NAME		2. GRADE AND COMPONENT	OR POSITION	3. IDENTIFICATION NO.
•(•)	HAN, NICHOL			Inspector	•	,
		RFD, city or town, zone and	i State)	5. PURPOSE OF EXAMINATIO	N .	6. DATE OF EXAMINATION
	,			Annual	_	-11-14-55
7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERV			ORGANIZATION UNIT	
M	. W	MILITARY CIVILIAN				****
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	Ñ.N.M.C.	•	,			
17. RATING OF	SPECIALTY			THIS CAPACITY: TOTAL	LAST SIX	
	CLINICAL EVAL		NOTES.—Describe every comment: cor	abnormality in detail, itinue in item 73 and use	(Enter pertinent i additional sheets	tem number before each- if necessary)
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_X	19. NOSE	,				
X.	20. SINUSES					
_X	21. MOUTH AND TH					
<u> </u>		(Int. & ext. canals) (Auditory acuity under items 70 and 71)				
X	23. DRUMS (Perfora					
X		(Visual acuity and refraction under items 59, 60, and 61)	•			
NE	25. OPHTHALMOSCO 26. PUPILS (Equalit					
1 X - 1	• • • • • • • • • • • • • • • • • • • •	Y (Associated parallel more- ments, nystagmus)				
$\frac{\lambda}{\lambda}$	28. LUNGS, AND CHE			, ,		
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X	37. LOWER EXTREM	ITIES (Except feet) (Strength range of motion)				
X	38. SPINE, OTHER M					
	39. IDENTIFYING BO	DY MARKS, SCARS, TATTOOS				
X.	40. SKIN, LYMPHATI	ÇS .	. 18			
Χ -	41. NEUROLOGIC (E	ourlibrium teste under item 72)	ENCL.	•		
X	42. PSYCHIATRIC (Sz	oecify any personality deviation)	ETT.			
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		AGINAL RECTAL	e .	(Continuò in i	tem 73)	
		·	pper and lower teeth, respective		REMARKS AND ADDIT	IONAL DENTAL DEFECTS AND
)	O.—Restorable teeth I.—Nonrestorable teeth	X.—Missing teeth XXX.—Replaced by d		bridge, bruckets to le abutments	Calculus	& stain
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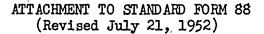
MEASUREMENTS AND OTHER FINDINGS 51. HEIGHT 68 162 Brown 53. COLOR HAIR Brown 54. COLOR EYES 55. BUILD: SLENDER MEDIUM HEAVY OBESE 56. TEMP. 57. BLOOD PRESSURE (Arm at heart level). SS. PULSE (Arm at heart level). SS. PULSE (Arm at heart level). SS. PULSE (Arm at heart level). 59. DISTANT VISION 60. REFRACTION 61. O. 6211 NEAR VISION RIGHT 20/ 20 CORR. TO 20/ BY REC'O-PERSONNEL-SEOTION 62. HETEROPHORIA: (Specify datance) 63. ACCOMMODATION RIGHT LEFT AOC 1940 18/18 64. COLOR VISION (Test used and result) 65. DEPTH PERCEPTION (Test used and score) 66. RED LENS 67. NIGHT VISION (Test used and score) 68. RED LENS 69. INTRAOCULAR TENSION 70. HEARING 71. AUDIOMETER 72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score) RIGHT WY 15 /15 SV 16 RIGHT LEFT AND SIGNIFICANT OR INTERVAL HISTORY																
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73. NOTES (Continued) AND	SIGNIFICANT	OR II	NTERVAL H	STORY "		,		¥								

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

32 NCD 34 NCD

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)		76.		PHYSICAL	L PROFIL	E	
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			<u> </u>			<u> </u>	<u></u>
77. EXAMINEE (Check) IN IS OUALIFIED FOR strenuous physical exertion	and use of firearms	•	P	HYSICAL	CATEGO	RY	
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER		^		В	С		ε
		L	<u>. J</u>				
79. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE						
G. R. JOHNSTON, CAPT. MC, USN	/s/ G. R. Johns	ton					
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE				-	-	
· ·	1						
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)	SIGNATURE						
	/s/ A. T. Smith						
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE					NUMBER	
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GOVERNMENT PRINTING OFFICE 2 195	3-0-243413 16-62288-1	•					,



Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
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11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee ______ qualified for strenuous physical (is or is not) exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

						No		<u>- </u>		
If	answer	is	"yes"	please	specify.			,	-	

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

(Signature of Medical Examiner)

NOV 17 1955

(Date)

67-43981-260

Director, FBI

October 18, 1955

Legal Attachó - Havana, Cuba

VISIT OF STAFF MEMBERS OF SENATE APPROPRIATIONS COMMITTEE, UNITED STATUS CONGRESS, TO HAVANA, CUBA RESEARCH MATTER

On October 17, 1955, WILLIAM J. KEW EDY and JOJEPH E. GONZALES, Staff Hembers of the Senate Appropriations Committee of the U. S. Congress, visited this office to pay their respects.

They have been on an extended tour of Latin America and are now returning to the United States. They adviced that their main interest has been in making inquiry concerning money spent by the various offices of the U.S. Information pervice and the Point IV Program.

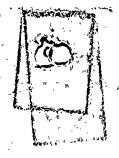
Both Mr. KENNEDY and Mr. GONZALES expressed their admiration for our Director, Mr. Moover, and for the FBI organization as a whole. They spoke of the pleasant relationship they have with Mr. N. P. callahan in connection with his liaison with the Appropriations Committee.

These gentlemen were afforded the usual courtesies of this office. This is submitted for your information.

JJII:nk

5 5 NOV 9 1955





November 4, 1955

Mr. Nicholas P. Callahan 1301 Buchánan Street, Northeast Washington, D. C.

Dear Callahan:

We were all so sorry to hear of the trouble you have been having, and hope that you are feeling much better now.

I must insist that you not try to come in to work until you have fully recovered, and I want to send you the best wishes of all of us.

Sincerely,

Je Edgar Hoover

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Inspector Callahan has been absent this week to have eight teeth extracted and an upper plate put in. His face is quite swollen and he has been experiencing headaches.

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COMM - FBI NOV 4 1955 MAILED 30 REGEIVED READING ROOM

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Office Memorandum • United States Government

10 : Mr. Tolson

FROM : R. T. Harbo

SUBJECT: IMPREST FUNDS

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YNOPSIS

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Imprest Funds are essentially petty cash funds sesigned ...by the Treasury to cut down on the number of expense checks the Tredsury would have to issue; the money in the fund is Treasury Department money and is not charged to FBI appropriations until Ensubsequent expenditures are made. The idea is that many small expenditures can be made out of an Imprest Fund and reimpursement can be made by one check rather than by numerous individual checks.
each of small amount. The Bureau has the same number of vouchers to process as if individual vouchers were being submitted because these individual vouchers support expenditures from the Imprest Fund; however, Treasury work is reduced. Callahan's memorandum to Glavin 4/2/52 estimated fund would reduce by 1,000 per month, the number of vouchers which would have to be handled because of consolidation and would save time of FBI employees in making small purchases; a fortain amount of additional accounting work would be required in the General Ledger and additional work would be performed by Profest Fund cashiers.

Audit of Thorest Funds all offices and SOG disclosed total funds (11,700.4 Cash on hand amounted to 57,324,53, unscheduled vouchers, 33,237.01, interim receipts for cash \$507.75 and reimbursement vouchers outstanding, 6,946.42. Overage in Los Inceles fund of 5.71 and shortage in Raltimore fund of \$157. which are being resolved. These shortages and overages would have been reflected in the regular semiannual addits required by the Treasury Department and submitted by the field to the Administrative Division.

Total claims in possession of pensonnel not yet presented to cashier for dayment totaled \$1,843.04 which represents 10.4% of the total funds available to the field office cashier for payment these claims not yet presented to field office cashier for payment because of their very current nature (an agent does not ask for reimbursement every time he buys streetcar tokens) or because agents were out of headquarters city on special assignment.

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Baltimore has an Imprest Fund of \$500 and on June 30 had cash on hand in the amount of \$42.17 and claims in the hands of personnel not yet submitted to cashier for payment totaling \$118.77; some of these claims had been received only a day or two before the end of the month; however, SAC points out some claims could not be paid because cash on hand was insufficient and when reimbursement is received from the Bureau it is necessary to use that money to pay claims for services already rendered rather than furnish employees with cash to make a purchase or pay for current services. In an average month Baltimore submits claims of \$596.67; however, June was an extraordinary month and Baltimore submitted claims of \$1,238.12 broken down into 6 vouchers to the Bureau and thus the situation described above resulted; but as of July 14 the oldest claim on hand was dated July 1 and as of July 14 Baltimore would need \$27 to liquidate all claims. Los Angeles has a fund of \$500; cash on hand June 30, \$114.46; claims in possession of personnel not yet submitted to cashier for payment \$268.78. Chicago has a fund of \$500; cash on hand June 30, \$197.07; claims in possession of personnel not yet submitted to cashier \$483.72. Chicago submits approximately 4 vouchers per month involving total average monthly funds of \$791.69. Chicago has divided office into groups so that every 5 days another group of agents during the month submits claims to fund cashier and under this arrangement at any given time there will be claims in the possession of agent personnel as old as 3 weeks; during May, Chicago submitted 6 vouchers asking reimbursement for \$885; during June they submitted 5 Frequent submission vouchers requesting reimbursement of \$680. of vouchers is the answer to adequate handling of agent claims with limited funds. Baltimore submits an average of 23 vouchers per month; Los Angeles submits less than 3 vouchers per month. San Francisco has a fund of \$500; cash on hand June 30, \$36.36; claims in possession of personnel not yet submitted to cashier for payment \$341.04; San Francisco has been submitting vouchers for reimbursement not quite as often as 1 per week and Administrative Division presently has under consideration desirability of increasing San Francisco fund. There is no practical way for the Administrative Division to handle such matters as the staggering of the submission of claims to field office cashiers and this matter is purely an SAC responsibility. Claims on hand in field offices mentioned above should be promptly liquidated by SACs through better administration of the fund and more frequent submission of vouchers to the Bureau to replenish the fund.

Eight offices had subvouchers more than 30 days old not yet submitted to field office cashier for payment, oldest

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larger offices may need increased funds, possibly up to \$1,000, if it can't be shown that offices can take care of needs with more frequent submission of vouchers.

Administrative device already set up to detect possible accumulation of claims could be strengthened by requiring semiannual submission by field to Bureau of information disclosing accumulation of claims in the possession of personnel, which claims may not yet have been presented to cashier for payment.

Clerical Supervisor W. C. Jackson advised occasional delays result in designation of cashiers and alternate cashiers due to general regulations that same be Chief Clerk and Assistant Chief Clerk and necessity for such persons newly designated to serve 60-day probation period holding up bonding procedures.

Recommendations to correct possible deficiencies and for administrative action being set forth. Detailed memorandum enclosed. Status of fund in each office follows page 20.

RECOMMENDATIONS:

1. That the Administrative Division endeavor to complete as rapidly as possible the survey which that Division has begun on its own initiative of the vouchers received, audited and scheduled for payment during July (cut-off date 7-27) so that this survey can be used as a basis for any necessary increase or decrease in field Imprest Funds. Deadline 8/5/55 set.

DATONIS K NIN.

2. Administrative Division instruct SACs to promptly liquidate any accumulated claims by more frequent submission of vouchers to Bureau for reimbursement. Instruct SACs to arrange for orderly staggering of agent vouchers throughout the month to avoid any accumulation of claims at the end of the month.

Janes This Will.

3. Instructions should be issued to insure that skilling sclaims against the Imprest Fund on the part of Bureau personnel are submitted on a 30-day basis with staggering of agent claims throughout the office.

over

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4. To prevent a recurrence of situation such as arose in New York where a backlog of agents' vouchers accumulated, the field be instructed to include in cover letter transmitting semiannual audit reports, data as to number and total amount of claims in possession of personnel not yet paid and unpaid subvouchers in possession of cashier. Field should also include date of oldest unscheduled subvoucher showing date received in office.

Marian V. Mr. X.

When employee is designated Acting Chief Clerk or Assistant Chief Clerk with a view to permanency, there should be no delay until after probationary period in properly bonding such personnel to act as cashier or alternate cashier. Should SAC have substantial reasons to contrary, then someone else should be designated cashier or alternate cashier as the case may be.

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6. Based on records currently maintained in Administrative Division as to activity in each Imprest Fund a recommendation ishould be made at end of each semiannual period as to sufficiency of funds, and Administrative Division take immediate action at any time to bring to Mr. Tolson's attention recommendations re enlarging or reducing size of funds.

Danking K was.

7. Voucher Unit of Administrative Division should carefully review St. Louis reimbursement voucher of 7/5/55 to ascertain if any negligence on part of St. Louis in handling subvoucher of 4/1/55. Mary Van

8. Appropriate letter sent to Baltimore 7/11/55 concerning the shortage, restitution and administrative action. Administrative Division should follow.

mano, Edwards 1115
To make, 7/19/55
HE

9. Inspector Nicholas P. Callahan Censure for not having established sufficiently, tight evaluations and controls over Imprest Funds.

10. Assistant Director John P. Mohr Censure. As Division Head, he has the responsibility for assuring proper handling of Imprest Funds.

September 9, 1955

Ur. Vicholas P. Callahan 1801 Buohanan Street, Northeast Fashington, D. C.

Dear Callahan:

I have learned of the passing of your mother-in-law and I want to extend to Urs. Callahan and you my heartfelt sympathy.

Please feel free to spend as much time as necessary with Urs. Callahan in order to provide the comfort which she needs during this trying time.

COMM - FBI SEP - 9 1956 MAILED 25 Mr. Mohr (P&C) Sincerely,

J. Edgar Hogvoy

b6 of the Administrative Division telephonically advised Leave Unit on 9-9-55, b7C that Mr. Callahan's mother-in-law died this morning 9-9-55.

Address obtained from Information.

Addressed as Dear Callahan aften discussion con this with Reading Room and a review of file RKW: mac c (5)

Nichols Belmont Harbo . Rosen. Tamm Vinterrowd Tele, Room Holloman.

September 21, 1955

Personal and Confidential

Er. Nicholas P. Callahan Federal Eureau of Investigation Washington, D. C.

Dear Callahan:

I am taking this means to commend you for the splendid service you rendered as Chairman of the Economy Streamlining Conmittee.

Through the diligent and enthusiastic fashion in which you and the other members of the committee attacked the problems at hand a substantial saving in funds will be effected. Please accept my personal thanks for your efforts.

> Sincerely yours, J. Edgar Hoover

CC: Mr. Mohr (Personal Attention)

LRH:p1/0/ (4)

*Based on memo Mohr to Tolson 9-16-55 JPM: ak

Salutation per Reading Room.

COMM - FBI SEP 2 2 1955

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•—UNITED STATES-GOVERNMENT

MR. TOLSON

DATE: September 16,

Tolson _

FROM

J. P. MOHR

Sizoo

Winterrowd Tele. Room Holloman.

ECONOMY STREAMEINING COMMITTEE SUBJECT:

COMMENDATION

You will recall that the Director approved in August the appointment of a streamlining committee to consider various suggestions and ideas whereby we would economize to balance our budget for the fiscal year 1956 and also effect savings whereby we could pay the new perratem rates.

Mr. N. P. Callahan of the Administrative Division was designated as chairman and he was assisted by Messrs. C. D. DeLoach, Records and Communications Division; C. L. Trotter, Identification Division; E. D. Mason, Training Division; William B. Cleveland, Domestic Intelligence Division; G. G. Callan, Investigative Division; and Gordon A. Nease of your office.

Clerical Supervisor William C. Jackson of the Administrative Division, Budget and Accounting Section, participated in call sessions with this group during the entire discussions.

The group didical magnificent job in considering all the luarious ideas and suggestions for economizing, and came up with excellent suggestions which were considered by the Executives Conference, which suggestions were approved by the Director. economies suggested and capproved should well take care of our estimated deficit for this year as well as the increased per diem costs. I think the work of the Streamlining Committee was of such an outstanding caliber that each of the members should be commended.

Stenographic employees of the Administrative Division and stenographer in the Domestic Intelligence Division, call wolked extra b70 hours in order to complete the report. As an example, worked on the night of August 16 until 3 A.M. the following day, for a total of 9 hours overtime, taking only 30 minutes for dinner. She had worked the full day of August 16. worked from 6:30 P.M. until midnight same hours. on the night of August 16, after working a full day. These three stenographic employees showed a high degree of enthusiasm and interest in staying until the job was finished so that the report could be presented to the Executives Conference the next day.

JPM:akc

ADDENDUM: (G.A. Nease 9-16-55)

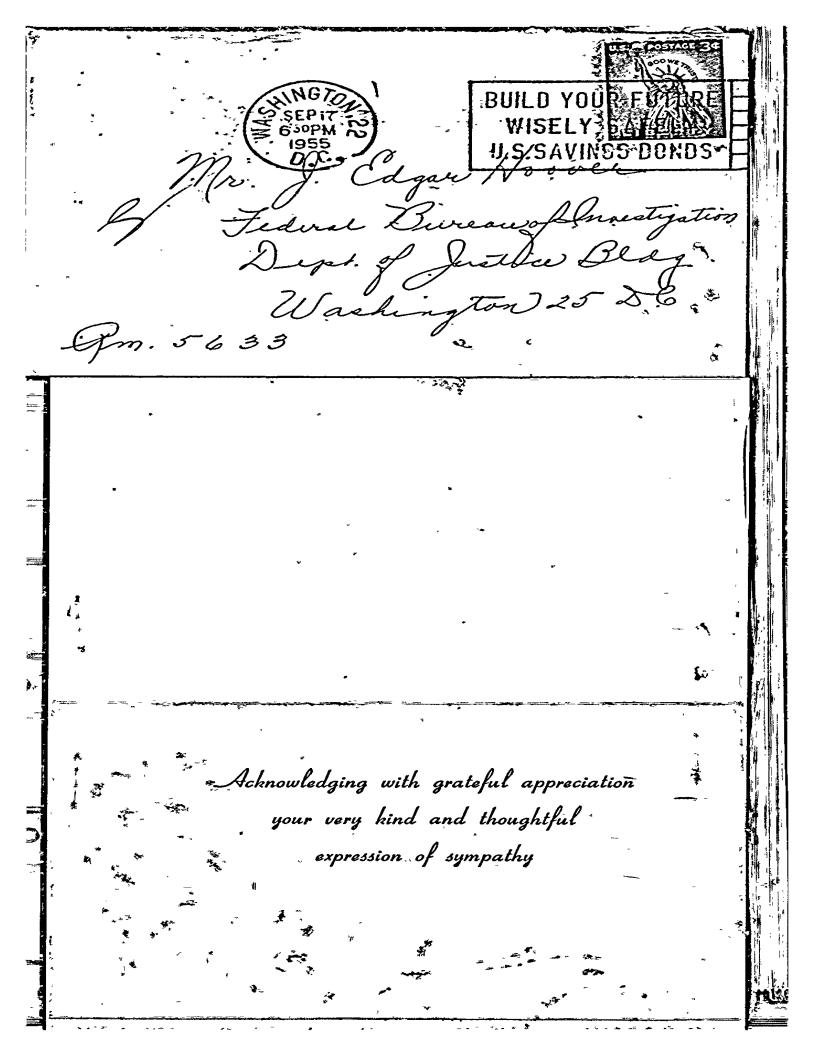
I certainly agree that the stenographers and W. C. Jackson should receive letters of commendation. I do not agree that the rest should be given commendations as this is no more than what we are paid to do. Letters of commendation to agent personnel should be reserved for something really outstanding.

T.

I hunderstand, herais view hud the fresh is A is really the fresh time any sych substan trice jobs has been done. DO-6

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

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Lillian Pepper Callahan

(Mrs. Nicholas P.)

(Mrs. Nicholas P.)

Tandard form No. 64 ce Memorandum • united states government : MR. TOLSON/blvd DATE: 9/9/55 FROM : J. P. MOHR **Parsons** Sizoo subject: NICHOLAS P. CALLAHAN Winterrowd Tele. Room Holloman Gandy. Mr. Callahan called in this morning and stated that his mother-in-law died early this morning in Washington, D. C. She had been ill for some period of time and was a virtual invalid. Mr. Callahan requested that he be placed on emergency annual leave, which has been done An appropriate communication is being prepared to Mr. Callahan for the Director's signature. JPM:DW (4) RECORDED-135 CC - Mr. Holloman **b**6 b7C S SEP 13 1955

TO

: Mr. Tolson

-SUBJECT : FIREARMS TRAINING

- FOR INVESTIGATIVE PERSONNEL

AT SEAT OF GOVERNMENT

My memorandum to you dated 7/6/55 set forth the identity of the Bureau officials and supervisors who were delinquent in firearms training for the 1955 fiscal year. There were enclosed memoranda from the Director to Mr. Boardman and the heads of the Seat of Government Divisions in which firearms delinquencies were then existing. They were instructed that all delinquencies were to be removed by 7/28/55 unless meritorious circumstances existed in which event an explanation should be submitted with advice as to when the delinquency would be removed. They were further informed the Training and Inspection Division would report any delinquencies not made up by 7/28/55 with appropriate recommendations for administrative acition.

Tt is pointed out that all Bureau officials and supervisors were notified that the scheduled firearms training period for July 1955 would be held on July 5, 6, 7, 8, 18, 19, 20, 21, 25, 26, 27, 28. Based on instructions in your memorandum to the Director dated 7/7/55 my memorandum to you dated 7/8/55 with copies to Messrs. Boardman, Nichols, and all Assistant Directors was prepared instructing the Bureau officials to submit to the Training and Inspection Division by close of business 7/11/55 number of individuals who already fired at one of July firearms sessions; identity of each investigative employee to attend remaining shoots and date on which he would attend; identity of any employee not scheduled to shoot during July; the reason therefore and the identity of all employees then delinquent in any phase of firearms training. They were further advised persons scheduled for firearms training could not and would not he excused by the Training and Inspection Division; that authority to miss firearms would be granted, only by the Associate Director or the Director.

The following individuals are delinquent in firearms training for the Fiscal year 1955. The number of shoots they are delinquent, the reason why they did not remove their delinquency in July 1955 and the date on which they will now shoot their make-up are shown. A make-up period has been scheduled for August 8, 9, 10 and 11, 1955.

A. H. Belmont; 2 shoots; on annual leave 7/11 to 8/4/55; will shoot 8/8 and 8/9/55.

Belmont cc:

Memo to Mr. Tolson 8/16/55GCES:ok

Mohr Michols Rosen

Tamm GCG; rlc 5 5 SEP 7 1955

Original filed in 67-518854-393

RECEIPT FOR GOVERNMENT PROPRIED FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

August 22, 1955

I certify that I have received the following Government property for official use

Remington Portable Typewriter #QT2345900

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

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Very truly yours, N. P. Callahan, SA

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July 19, 1955

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

MAILED 31

Dear Mr. Callahan:

The recent inquiry with respect to the handling of Imprest Funds in the Bureau field offices has disclosed a failure at the Seat of Government to maintain the necessary close and meticulous supervision over these funds. The necessity of maintaining a tight control over this money has been repeatedly stressed because of the ever-present possibility of serious embarrassment to the Bureau resulting from any mismanagement. However, it is clear that you have failed to heed these warnings since appropriate steps had not been taken to make certain that the various funds were being administered efficiently and correctly.

In view of this serious shortcoming on your part you will be expected to take the necessary action to bring about a tight and meticulous supervision of such funds so that any irregularities will be promptly detected and embarrassment to the Bureau avoided.

Very truly yours,

J. Edgar Hoover John Edgar Hoover Director (4)Tolson , Boardman Mr. Mohr (Personal Attention) Nichols Based on memo from Ur. Harbo to Ur. Tolson dated 17 Belmont Harbo Mohr GAN&EDM: jla Rosen JUL 25 1955 Tamm Sizoo Winterrowd COMM - FBI FEDERAL DUREAU OF NIE Tele. Room Holloman ... JUL 2 0 1955 Gandy

Lau 23, 1955-

PERSONAL AND CONFIDENTIAL

Ir. Nicholas P. Callahan Federal Dureau of Investigation Washington, D. C.

Dear Ur. Callahan:

I do want to thank you for your efforts to assure the success of the Attorney General's Staff Conference which was held at Quantico on Lay 20 - 21, 1955, and I will appreciate it if you will thank your associates who were so helpful.

All FBI arrangements were excellent and contributed materially to the success of the Conference.

> Sincerely yours, U. Edgar Hoover

> > A MI WILL BOY

cc-Messrs. J. P. Mohr R. T. Harbo

EDM:DMG

MAILD 4 MAY 23 1955 CONN.EY

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Tolson . Boardman Nichols Belmont Harbo _ Mohr . Parsons Rosen Sizoo. Winterrowd ____ Tele. Room Holloman ..

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·FEDERAL-BUREAU-OF-INVESTIGATION...

WASHINGTON 25, D. C.

Special Agent

In Reply, Please Refer to File No.

Director Federal Bureau of Investigation United States Department of Justice Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund

any liability shall occur. The following per			•
Name Lillian P. CAllAhAN	Relationship	WIFE	
Address 1301 Buchanan St. N.E.			
The following person is designated death benefit to beneficiary of agents killed	as my beneficiary under	the Chas. S. Ross	s Fund providing,\$1500.
Name Lillian P. Callahan	Relationship	wife	5-20-55 Date
Address Same as above		TON-179	RECORDING
6 MAY 23 25/1pm/	MAY 20 1955	Very truly	, ,
// /kR/		mac	ellohan

RECEIPT FOR GOVERNMENT PROPER FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

April 1, 1955

I certify that I have received the following Government property for official use returned

OPERATIONS AND PROCEDURES MANUAL ON PERSONNEL MATTERS No. 222

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY:

PER JUNE

Very/truly yours,

N. P. Callahan

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

•	\mathcal{U}		
Name of Employee:	NICHOLAS P. CA	ALLAHAN	-
Where Assigned:	Administrative (Division)	Division (Section, Unit	x)
Payroll Title:	Inspector .		
Rating Period: from Apr	ril 1, 1954	_ to	955
ADJECTIVE RATING:	SATISFA Outstanding, Satis	ACTORY Stactory, Unsatisfactory	Employee's Initials
Rated by:	Signature	Assistant Direct	tor 3/31/55
	monre	Title Assistant Deactor	API AN HU
Rating approved by:	Signature	Title	Date
-	түре фЕб	全RBFB-150 67-43	961-253
5 APR 20 1955	Official (x·) Annual		ed

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PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee	NICHOLAS P. CALLAHAN	Title Inspector
		Rating Period: from 4/1/54 to 3/31/55
	RATING GUIDE A	
+ Rate items Outstandir Satisfactor Unsatisfact	e items having pertinent bearing on employee's performance as follows: ng (exceeding excellent and deserving special commendation of the commenda	e should be rated. All employees in same salary grade should be compared.
ac cat out on the rou	erse of form FD-185. "You and 'Unsatisfactory' ratings are concerned, it is impossible to would presume equal weight for all elements rated. Good judges rated. All minus marks must be supported by narrative detail	in addition, of course, supporting comments must comply with the requirements provide a mechanical formula for computing the various 'plus', 'check', and 'minus' gment must be exercised to insure that the adjective rating is reasonable in the , and of course, all 'Unsatisfactory' ratings must comply with the requirements as
(2) Personal denthus share (3) Attitud enthus share (4) Physica (5) Resour (6) Forceful (7) Judgme concles (8) Initiative responsible (10) Accura (11) Industre (12) Produce and a consecutive (13) Knowled cluding application (15) Investive (16) (15) Investive (16) (16) (16) (16) (17)	al appearance. ality and effectiveness of his personal contacts, and the contacts of the contact of including dependability, cooperativeness, loyalty, isiasm, amenability and willingness to equitably work load). If fitness (including health, energy, stamina), cefulness and ingenuity. Including common sense, ability to arrive at proper usions; ability to define objectives. In including common sense, ability to arrive at proper usions; ability to define objectives. In ability and its application to the work, coy and attention to pertinent detail. In including energetic consistent application to duties, and attention to pertinent detail. In including energetic consistent application to duties, and attention to deadlines unless failure to meet is intable to causes beyond employee's control. In its degree of duties, instructions, rules and regulations, ingreadiness of comprehension and 'know how' of cation. In cal or mechanical skills. Internal security cases Criminal or general investigative cases Fugitive cases Accounting cases Accounting cases al surveillance ability.	(17) Firearms ability. (18) Development of informants and sources of information. (19) Reporting ability: (2) Investigative reports (b) Summary reports (c) Memos, letters, wires (Consider: conciseness; clarity; organization; thoroughness; accuracy; adequacy and pertinency of leads; administrative detail.) (20) Performance as a witness. (21) Executive ability: (a) Leadership (b) Ability to handle personnel (c) Planning (d) Making decisions (e) Assignment of work (f) Training subordinates (g) Devising procedures (h) Emotional stability (i) Promoting high morale (i) Promoting high morale (ii) Promoting high morale (iii) Getting results (22) Ability on raids and dangerous assignments: (a) As leader (b) As participant (23) Organizational interest, such as making of suggestions for improvement. (24) Ability to work under pressure. (25) Miscellaneous. Specify and rate: (b) Automobile driving ability Automobile driving ability
A. Specify generator, etc.):	ral nature of assignment during most of rating period (such a	is security, criminal, applicant squad, or as resident Agent, supervisor, instruc-
B. Specify employ	ree's most noteworthy special talents (such as investigator, de	
C. (1) Is employe (2) Is employe	e available for general assignment wherever needs of service e available for special assignment wherever needs of service	require? <u>Yes</u> (If answer is not 'yes', explain in narrative comments.) require? <u>Yes</u> (If answer is not 'yes', explain in narrative comments.)
D. Has employee	had any abnormal sick leave record during rating period? no	O (If so, explain in narrative comments.)
ADJECTIVE	RATING:	FACTORY
	Outstan	ding, Satisfactory, Unsatisfactory

NICHOLAS P. CALLAHAN
Inspector
Administrative Division

Mr. Callahan has continued to function as the Number One man of the Administrative Division. He has shown an outstanding aptitude to perform all phases of his work and is excellently qualified for the position he occupies. He is an expert with respect to budget matters and has an outstanding knowledge of the accounting, procurement and administrative responsibilities of this division.

Mr. Callahan, in the performance of his duties, initials a tremendous volume of mail. He has been censured on several occasions for failing to detect typographical errors in mail initialed by him. He has benefited from the letters of censure and there has been a marked improvement in his error record. He is faced with the problem of moving a tremendous volume of mail in the least possible time and I think this factor should be taken into consideration as mitigation for the typographical errors that he has overlooked.

Mr. Callahan has considerable administrative and executive ability which he demonstrates to good advantage for the benefit of this division and the Bureau, and I am extremely well pleased with his services. He is a loyal, faithful, conscientious, sincere Bureau employee of the career type, and one that we can be proud to have in the organization.

On an over-all basis, I regard his services as being Satisfactory.

Employee's Initials

April 8, 1955

Wr. Clifford T. Unbekent Regional Sales Manager Colonial Airlines, Inc. 1519 K Street, Forthwest Washington 5, D. C.

Dear Ur. Unbekant:

It was certainly a pleasure to read your most thoughtful letter of Narch 29, 1955; in which you commented so favorably regarding your contact with our representatives; and my associates and I are deeply grateful for your kindness.

Reedless to say, we earnestly hope that our conduct and work will continue to merit the confidence you have expressed in us.

With kind regards.

Sincerely yours,

cc - Washington Field Office, with copy of incoming.
cc - Ur. N. P. Callahan, 5517, with copy of incoming.
cc - Personnel file of SAC Leo E. Laughlin, with copy of incoming.
cc - Personnel file of Nicholas P. Callahan, with copy of incoming.

NOTE: Bufiles reflect no record identifiable with

Mr. Unbekant. Mr. Laughlin, SAC, Washington Field

Office. Inspector Nicholas P. Callahan, EOD 3-4-35
as Messenger; 6-26-39 as SA; assigned Administrative
Division, GS-16.

GEM:age

CANAL L'ACOLD. V.

Route of the Skydruiders

COLONIAL AIRLINES, INC.

CANADA -- U.S.A. -- LERYUDA

Address raply to: 1519 "K" Street, N.W. Washington 5, D.C.

March 29, 1955

Ur. J. Edgar Hoover
Director - Federal Eureau of Investigation
Justice Building
10th, Street & Constitution Ave.
Washington, D.C.

Dear Sir:

Having recently been appointed to a new position in Mashington. I have been contacting various government offices introducing myself and endeavoring to find out what makes Mashington tick.

In these calls I have visited several of the Federal Bureau of investigation offices. Althout reservation, I wish to state I have never met a bester group of non. They have never been too busy to see me, they always seem glad to meet me and always make me fact as though I have done them a favor by calling.

Specifically I refer to Mr. Nicholas Callahan and Mr. Leo Laughlin, the rest are to numerous to mention.

Their psychology in dealing with the public is unsurpassed, integrity (state of being complete or whole; uprightness; virtue; honesty; soundness; unimpaired or unbroken state of anything.) which appears on the FII scal, belongs there.

I am not alone in my respect for the FPI, in all these years the public look up to your organization and feel notional pride in it and the men representing it.

Sincerely yours,

/s/ Clifford T. Unbekent
Regional Sales Lanager

April 4, 1955

Mr. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Callahan:

I have been advised in detail concerning the Sixth Annual FBI Mass and Communion Breakfast, and I could not let the opportunity pass without extending to you and through you to the committee my congratulations on a job well done.

I know that your deep personal interest in this affair did much to insure its success, and I want you to know that I appreciate your efforts in this regard.

REGORDED 138

REGORDED 138

REGORDED 138

REGORDED 138

Address and Communion Breakfast" dated 4-4-55. DGH: jbg

Address and salutation per Reading Room.

APR 11 1955.

APR 11 1955.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Hölloman
Gandy

April 4, 1055

ur, Licholas P. Collabon Foderal Eureau of Investigation Lastington, D. G.

r. allalan:

I have observed that during the past two weeks is Lave revised and approved for the Administrative Division errors suitab you failed to detect. As you are aware it is imporative that the highest degree of care be exercised t approving outgoing mail to insure that it is free from er

Thile I realize that it is necessary for you of review a large plume of official correspondence datly, aust insist that you redouble your efforts along these Itaes in order that there will be no further need for me to cail to your attention such shortcomings on your rart.

very truly yours,

J. Edgar Hoover

John Lägar Loover Director

cu:alh 🖒

cc: Mr. Mohr (Personal Attention) - 4596/-

Based on memo to Tolson from Mohr 3/29/55, ERG akc Tolson Boardman CC 1111 - FBI Nichols Belmont Mohr ... Parsons MAILED 31 Rosen. Tamm Sizoo

Vinterrowd Tele. Room Holloman

---UNITED-STATES-GOVERNMENT

DATE: March 29, 1955 Boardman MR. TOLSON Nichols Belmont J. P. MOHR

FROM :

SUBJECT:

NICHOLAS P. CALLAHAN Number One Man Administrative Division **b**6 b7C

Harbo I Sizoo Winterrowd Tele. Room Holloman

ERRORS IN CORRESPONDENCE

During the past two weeks Mr. Callahan has initialed six items of correspondence containing typographical errors. Mr. Callahan approved this correspondence for the Administrative Division and failed to detect the typographical errors. In accordance with present policy, hè is being considered for appropriate administrative action.

On a daily basis Mr. Callahan must review and approve a large volume of signature mail for this division in addition to handling the numerous other responsibilities assigned to him. I feel that he should have detected some or all of these typographical errors and he has assured me that he will double his efforts to do so in the future.

I feel that we have made considerable progress in reducing the number of errors in this division, particularly in view of the fact that just last week the Administrative Division had the lowest percentage of errors of all divisions at the Seat of Government.

RECOMMENDATION

In accordance with existing policy I recommend that Mr. Callahan receive a letter of censure for failing to detect the six typographical errors referred to above.

A PERMANENT BRIEF OF MR. CALLAHAN'S FIGE IS ATTACHED.

OAttachment

3/3/55

J. P. MOHR

1956 APPROPRIATION REQUEST

In connection with the preparation of the material for the 1956 appropriation request and the processing of the transcript of the Director's testimony, I think I should mention to you some cf the outstanding work performed by some of the employees in the Administrative Division.

Inspector Callahan and Special Agent Supervisors A. P. Gunsser and C. L. Rogers all lent magnificent assistance and worked unusually long hours without breaks for rest or sleep. The same thing is true with respect to Mr. W. C. Jackson, Clerical Supervisor of the Budget and Accounting Section. To give you some idea of the devotion to duty and personal sacrifices made by the Special Agent staff of the Administrative Division, you are advised that during January the following amounts of voluntary overtime were performed: Mr. Callahan averaged 5 hours 21 minutes per day; Mr. Gunsser, 5 hours 45 minutes per day; Mr. Rogers, 6 hours 26 minutes per day. Messrs. Callahan, Gunsser, Rogers and Jackson have already received letters of appreciation from the Director which they deeply appreciated.

	There was also a spontaneous volunteering on the part of the	
	clerical employees in the Budget and Accounting Section to get the	job
•	done. In particular,	-
	performed what I consider to be outstanding services.	In
	addition, the following employees gave wholehearted cooperation in	
	completing this project:	
Ý	<u></u>	_ b6
	I would like to recommend at this time that letters of	b7c
	appreciation be sent to	
	and that a letter be sent to Mr. Jackson expressing appreciation to	
	the remaining clerical employees in his unit who worked so diligent	;ly
	in preparing this material.	
•	y a company of the co	

The Graphic Presentation Unit of the Exhibits Section also did an outstanding job in the preparation of the many charts used in the L Clerical Supervisor budget material. The work of of this Unit, was particularly outstanding in seeing to it that the charts came through on schedule and in proper form. It is recommended that he receive a letter of commendation for his personal contributions as well as the contributions of his fellow workers in the Unit.

JPM:DW 55 MAR 28 191.

The following employees of the Graphic Presentation Unit did a splendid job and evidenced a fine cooperative attitude:

For myself, I can say it was a pleasure to work on the material for the Director and obtain my first experience in this sphere of the Bureau's activity. I feel sure that every employee who had anything to do with this work, and as a matter of fact I think every employee in the Bureau, would have been thrilled at the magnificent way in which the Director presented the Bureau and its work before the Subcommittee on Appropriations. After listening to the Director, one can well understand why the Bureau has been so successful in its appropriation requests over the years.

b6 b7c

RECOMMENDATIONS

a letter to Mr. Jackson expressing through him appreciation to the other clerical employees in the Budget and Accounting Section who devoted their time and energy so sincerely and conscientiously to this work.

It is further recommended that a letter of commendation be sent to _______, Clerical Supervisor of the Graphic Presentation Unit of the Exhibits Section, for his personal contributions as well as the contributions of the employees in his unit.

Letters of commendation EJJ/ilw 3/4/55

Yes The material was in better shape this year than it has ever been. Hoover

JP Mohr Tolson FH

Memorandum UNITED STATES GOVERNMENT UR. TOLSON / person Boardman TO DATE: March 11, 1955 Nichols Belmont J. P. MOHR FROM SUBJECT: NICHOLAS P. CALLAHAN Number One Man Administrative Division ERRORS IN CORRESPONDENCE During the past five weeks Mr. Callahan has initialed eleven items of correspondence in which your office or the Reading Room found errors. Ur. Callahan himself did not make these errors but I feel that he should have detected some or all of the errors. I realize that he processes a heavy volume of mail on a daily basis and that he is otherwise fully occupied, but there appears no justifiable excuse for permitting so many errors to leave this division. Mr. Callahan, has assured, me that he will do everything possible to prevent these errors from leaving the Division in the future. Seven of the errors were strictly typographical in nature; three involved incorrect addresses; and one was caused by the failure of the stenographer to indicate on the yellow that a cover memorandum had been prepared. RECOMMENDATION Although Mr. Callahan was previously censured on February 14, 1955, for approving correspondence containing errors, I feel that he should again be censured in connection with our efforts to reduce the number of errors leaving this division. Searched PERMANENT BRIEF OF MR. CALLAHAN S FEDERAL BUREAU OF INVESTIGATION Attachment

March 17, 1955

'ERSONAL AND CONFIDENTI

ur: Nicholas P. Callahan Federal Bureau of Investigation Fashington, D. C.

Dear Ur. Callahan:

It has come to the attention of the Bureau that during the past five weeks you reviewed and approved eleven itens of correspondence containing errors which you did not It is apparent from this that you have not been handling this phase of your responsibilities with sufficient thoroughness and accuracy.

Although the Bureau realizes that it is necessary for you to review a large volume of official mail daily, there appears to be no justifiable excuse for your having permitted so many errors to leave the Administrative Division undetected by you. Accordingly, you will be expected to perform your duties in this regard with greater accuracy so that there will be no further necessity to oriticize you in this manner.

Very truly yours.

La Edgar Hoover

MAILED 5 MAR 1 7 1955 COMM - FBI

John Edgar Hoover Directory (chi

CC: Mr. Monr (Personal Attention)

DCM:k1m KlN

Letter based on memo from J. P. Mohr to Wry Prolson FEBRUAL TESTAL C. MILLIAM

dated 3/11/55, ERC:akc

55 MAR 24 1955 36

Boardman Nichols Belmont Harbo Mohr . Parsons Rosen Tamm Sizoo Winterrowd

Tele. Room Holloman .

Tolson

STANDARD FORM NO. 64

Office Memorandum • United States Government

TO : MR. MOHR

DATE: February 4,

1955 Be mont

FROM :

N. P. CALLAHANA

SUBJECT:

HARVEY MATUSOW

FORMER SECURITY INFORMANT

Tamm'______Sizoo ______
Winterrowd ____
Tele. Room ____
Holloman ____

Reference is made to the Director's inquiry as to just what expenses were paid to Matusow.

During the period of time Matusow was an informant for the Bureau he received total payment of \$336.33 of which \$325 was for services and \$11.33 for expenses. This does not include an advance for expenses in February, 1952, amounting to \$126.33 of which \$115.00 was refunded by Matusow, leaving the item for expenses paid of \$11.33.

An exhaustive review of the records in the Administrative Division concerning expenditures from confidential funds reflects that Matusow during the calendar year 1950 was paid a total amount of \$325 in six separate payments, ranging from \$12 up to \$75, for services rendered as a security informant. There were no payments to Matusow during the calendar year 1951 no payments are reflected as having been paid to Matusow for seither services or expenses.

During the calendar year 1952, no payments were made to him for services. However, during February, 1952, he was advanced by the Cincinnati Office a total of \$126.33 to cover transportation costs of (1) a one-way air fare from Dayton, Ohio, to New York City, cost \$40.02, and (2) a round-trip, first-class rail ticket, plus lower berth each way from Dayton, Ohio, to New York City, cost \$86.31. Both trips were for pre-trial conferences and interviews in connection with the second New York Smith Act trial.

Of the total of \$126.33 advanced to Matusow for transportation costs, he refunded to the Cincinnati Office an amount of \$115 after her had been reimbursed by the United States Marshal in New York City for transportation and expenses. Thus, the difference between the Lamount advanced to Matusow and the amount refunded by him of \$11.33 is the amount the Bureau paid Matusow for expenses.

A further review of the Bureau's Confidential Fund records does not reflect any payments of any nature having been made to Matusow since February, 1952.

In a tabulation prepared by the Administrative Division in September, 1952, an amount of \$137.66 for expenses was shown as paid

Attachments (3)
CC: Personnel files:

 $J.S.Johnson_{
m b6}$

TO 190 OLD HAME IN

3-9/200

Memo to Mr. Mohr (continued)

to Matusow in February, 1952. This tabulation was prepared for use in a stiuplation for trial purposes to include actual payments and advances, and was certified to by former Assistant Director W. R. Glavin concerning its accuracy and was notarized on October 1, 1952. The amount of \$137.66 is incorrect and it should have been \$126.33.

The New York Office was telephonically advised upon inquiry by Mr. C. E. Hennrich of the Domestic Intelligence Division on October 6, 1952, that Matusow had refunded \$126.33 to the Bureau of the above-listed amount of \$137.66. This apparently was done during the trial when New York asked if there were any refunds made of expenses. Thus, this would have indicated that Matusow was paid for expenses an amount of only \$11.33.

The \$11.33 difference between the amount reported in the schedule prepared in September, 1952, and the information set forth above reflecting payments of \$126.33 resulted from the fact that the blue slip which the Cincinnati Office submitted on which to claim reimbursement for the difference between the amount which that office had furnished Matusow as an advance for expenses and the amount of \$115 which Matusow had refunded to apply against such advance was recorded as a payment and thus, was added to the amount that had previously been advanced to Matusow resulting in the total of \$137.66. The total of \$137.66 was obtained at the time the tabulation was prepared from a review of monthly reports submitted by the Cincinnati Office relating to the expenditures from the Confidential Fund and from the actual blue slips in the folder maintained on the Cincinati Office relating to expenditures made by blue slip to Matusow. This folder contained one blue slip in the amount of \$11.33 and the monthly report for the month of February, 1952, reflected disbursements in the total amount of \$126.33 for the purpose already set forth above. The \$11.33 should not have been included in the tabulation as an additional item.

Telephonic inquiry on February 1, 1955, of SAC McFarlin of Cincinnati disclosed that from records available in that office, Matusow refunded \$115 of the \$126.33 advanced him and the blue slip submitted by the Cincinnati Office was paid by the Bureau which was for the purpose of reimbursing the Cincinnati Office Confidential Fund for the difference between the amount advanced Matusow and the amount which Matusow refunded, amounting to \$11.33. The \$11.33 represented the difference between the amount he was reimbursed by the U.S. Marshal and the pre-trial expenses he was able to show.

Two errors are involved in this matter. The first error occurred when the notarized tabulation was prepared reflecting \$137.66 as expenses for Matusow in February, 1952, since the correct figure should have been \$126.33, and reflected as an advance item. The second error occurred when Mr. Hennrich advised the New York Office on October 6, 1952, that Matusow had refunded \$126.33 since the correct figure should have been \$115.00. Mr. Hennrich obtained his information from the Administrative Division and cannot at this time identify who gave him the data.

The above-referenced tabulation was the first such tabulation prepared by the Voucher Unit of the Administrative Division in connection with these Communist Party and Smith Act Trials and it is now apparent the

The Domestic Intelligence Division has advised the Administrative Division that no questions were raised by the defense concerning the figures furnished to be incorporated in the stipulation which was filed during the course of the trial.

to determine now who verified stabulation since the work sheets

RECOMMENDATIONS

have been destroyed.

1) In view of the error committed by former employee in the tabulation reflecting the wrong total amount of payments to Matusow, i.e. \$137.66, that a copy of this memorandum be placed in his personnel file in order that appropriate consideration can be given thereto in the event he should apply for reinstatement.

2) It is recommended that a severe letter of censure be directed to Mr. Jamie S. Johnson, Special Agent Supervisor of the Unit under whose supervision ______ prepared instant tabulation.

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Just Men.

3) It is also recommended that Inspector N. P. Callahan likewise receive a letter of censure as a result of this error since the Voucher Unit is under his supervision as Section Chief of the Budget and Accounting Section.

4) It is also recommended that since generally the Bureau is aware in advance of potential trials of Smith Act and Communist Party subjects that the Bureau upon receiving advice from the Department of the use of potential witnesses of Bureau informants that the Bureau request each office which has ever handled that informant to submit a detailed itemization of all payments for expenses and services, together with a listing of any advances or refunds and any unliquidated advances made.

Berney Mexil en porvisor

Now to the charge party of the charge pa

5) It is also recommended that the Domestic Intelligence Division have the New York Office ascertain exactly what figures were incorporated in the trial record in instant case and upon receipt of such information, consider the advisability of advising the Department, if necessary, of the correct figures in connection with this matter.

Mers 18/50 PM

Sarve N.

b6 b7C

PERMANENT BRIEFS OF THE FILES OF JAMIE S. JOHNSON, [N. P. CALLAHAN ARE ATTACHED.

AND

Larch 4, 1955

FERGORAL.

Ur. Nicholas P. Gallahan Federal Dureau of Investigation Vashington, D. G.

Dear Mr. Callchenz

On the edecaton of your Twentieth Anniversary with the FDI, I consider it a real privilege to extend my heartiest congratulations and present to you the enclosed Twenty-Year Service Award Key. I hope this Key will berve as a remander brance of many happy years in the Europu.

Tour ability to afficiently carry out your tany

assignments in an investigative as well as an administrative especity is reflected in the steady progress you have made and the increasing restanbibilities Colegated to you during the twenty years in which you have served the Eureau in various field offices and at the Ecat of Government. You have performed a very able job in connection with the proparation of budget material for my use before the Louse Appropriations Committee over the years and, of course, the value of your excellent liaison with the Eureau of the Ludget, when he heen preven many times over. I did want you to be dware to find period of service.

I should like you to accept this Key as a tangible, symbol of our appreciation for your wholehearted participation the Eureau's accomplishments. Nay we continue to receive the benefit of your ability, experience and excellent peruif for many years to core.

for many years to cone. Tolson _ Boardman Nichols . -Nith host violes and kind resort Belmont cc - Mr. Mohr (P&C) Lincorc. Parsons Mr. Holloman (direct) Rosen Edgar Hooven WSH: jmw Tele. Room . (See Memorandum of 2-0-55, J.P. Mohr to Mr. Re: Nicholçs P. Callahan) *67+43961*

FROM :

Office Memorandum • United States Government

TO ':	MR.	TOLSON
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J. P. Mohr

DATE: February 14, 1955 Boardman. Nichols . Belmont Harbo Mohr Parsons

Rosen Tamm

Sizoo

Winterrowd Tele. Room Holloma 🕷

SUBJECT: NICHOLAS P. CALLAHAN

Inspector Administrative Division

SERVICE AWARD LETTER 20th Anniversary - March 4, 1955

For the Director's information, Mr. Nicholas P. Callahan, Inspector in the Administrative Division, completes 20 years of service with the Bureau on March 4, 1955.

For his further information, Mr. Callahan celebrated his Tenth Anniversary on March 4, 1945. Mr. Callahan was appointed as a Special Agent on June 26, 1939, and was originally appointed as a clerical employee on March 4, 1935. Since April 9, 1941, he has been assigned to the Administrative Division with the exception of a short period of time from October 30, 1944, to March 9, 1945. He presently holds the title of Inspector and acts as the #1 man of the Administrative Division. As you know, he has primary responsibility for the preparation of the budget and for handling liaison with the Bureau of the Budget, General Accounting Office, and major contacts with transportation facilities, and in connection with his discharge of those duties he has been commended on a number of occasions. He has been in Grade GS 16 since July 20, 1952, and his current salary in GS 16 is \$12,200. His last performance rating was the annual report of March 31, 1954, which rated his services entirely satisfactory, and since that time his record has been clear except for two letters of censure, the first dated February 10, 1955, because of two errors made by the Voucher Unit in connection with funds which were advanced to a former confidential informant of the Cincinnati Division during 1952, it being felt that these mistakes reflected a lack of sufficiently close supervision on Mr. Callahan's part over the work performed in that unit; the second letter was dated February 14, 1955, because of the fact that Mr. Callahan approved, for the Administrative Division, seven items of mail, during the two weeks prior thereto, which contained errors that he failed to detect.

. The Director may desire to present Ur. Callakan's letter and Key personally. A suggested letter

- Mr. Holloman (direct)

E:eph:jmws(3) 67-43961

Numbered

2 MAR Y TEUC FEDERAL BUREAU OF THE CHEATION

February 24, 1955

Personal and confidential

Mr. Nicholas P. Callahan Federal Bureau of Investigation Hashington, D. C.

RECORDED - 133

Property of the same of the sa

Dear Callahan:

It is again a pleasure to express to you my appreciation for your efforts in the preparation of material for my use during the House hearings today concerning the Bureau appropriations. As usual this material was well prepared.

You may be assured that your work over the past weeks in the preparation of this material was of substantial assistance in connection with my testimony.

Sincerely,

Lo Edgar Hoover

Soom bed 4 FGB ~ 1956 COMM - FBI FEB 2 5 1955 MAILED 28

Tolson Boardman Nichols Belmont Harbó. Mohr. Parsons Rosen, Tamm Sizoo Winterrowd Tele. Room Holloman . Gandy

February 10, 1955

RECEIVI

PERSONAL AND GONFIDENTIAL.

Ur. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Mr. Callahan:

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen

Winterrowd . Tele. Room Holloman

55 MAR 4 1955

It has recently been determined that two errors were made by the Voucher Unit in connection with funds which were advanced to a former confidential informant of the Cincinnati Division during 1952 and these mistakes clearly indicate a lack of sufficiently close supervision on your part over the work performed in this unit. As you know, a notarized tabulation dated October 1, 1952, incorrectly set forth the amount of money which had been advanced to the informant and on October 6, 1952, the New York Office was inaccurately advised as to the sum which the individual in question had refunded.

In view of the above you will be expected to take immediate and positive steps to tighten the supervision of the Voucher Unit so that there will be no repetition of the errors described above.

Very truly yours,

£	Je Edgar Hoover	VED
COMM — FBI FEB1 1 1955	John Edgar Hoover Director	B An 27
MAILED 30	67 437	61-213
CC: Ur. Mohr (Pers	RECORDED - 141 Sparched onal Attention) Numbered	17.
JUC/ 998	COM 4/FE	B :: 1955
(4)	THE /	
400		**************************************

Tice Memorandum , united states government person DATE: February 8, 1955 Boards Nichols Belgon J. P. MOHR FROM Tamm' Sizoo Winterrowd SUBJECT: NICHOLAS P. CALLAHAN Tele. Room Number One Man Holioman Administrative Division ERRORS IN CORRESPONDENCE As you were previously advised, we are maintaining a record of all correspondence errors made in this division, which record includes the identity of the personnel responsible for the error as well as the personnel in the Division who approved the communication containing the error. Ur. Callahan assists me in reviewing divisional mail. During the past two weeks Mr. Callahan has approved seven items of mail containing errors. These items are as follows: (1) Use of a comma instead of a semicolon; (2) attachments listed incorrectly by number; (3) use of maiden name of employee instead of married name; (4) incorrect address; (5) word incorrectly hyphenated; (6) initials of dictator incorrectly placed on copy of communication to the field; and (7) incorrect use of a verb. Although Mr. Callahan initials a heavy volume of mail, I feel that some of these errors should not have been permitted to leave the Division. Mr. Callahan has assured me that he will afford these matters very careful attention to keep the errors at an absolute minimum. RECOMMENDATION I recommend that Mr. Callahan receive a letter of censure for permitting seven errors to leave this division in a period of two weeks. Numbered .. A PERMANENT BRIEF OF MR. CALLAN'S FILE IS FEDERAL EUNEAU LI AVESTIGATION Attachment.

February 14, 1955

PERSONAL AND COUPLDES

Ur. Micholas P. Callahan Federal Lureau of Investigation Washington, L. C.

Lear Ur. Callahans

I have recently noted that during the past two weeks you have approved for the Administrative Division seven items of mail containing errors which were not detected by you as delinquencies. It is imperative that reviewing officials exercise the imperative that reviewing officials exercise the greatest degree of care in approving correspondence to insure that it is error free.

Although I am aware of the fact that it is necessary for you to router a large volume of correspondence I must insist that you handle this phace of your duties with the utmost care so that there will m be no further need for me to criticize your work, perm formance in this regard. very truly yours,

7. Edgar Hoover John Edgar Nagvar TLEL 11 Director 61-43961-241 DCM: emi Hadd: Mil Mader (Personal Attention) as with North U.S. DEPT. OF JUSTICE FEB 1/7 1855

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ATTACHMENT TO STANDARD FORM 88 (Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medica	d examiner shoul	d answer the following question:
Examinee _	13	_ qualified for strenuous physical
	(is or is not)	

exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

entail the practical use of firearms?	_
If answer is "yes" please specify.	
IT IS ESSENTIAL THAT ALEGSTATEMENTS IN ITEMS 59, 61, 64 AND 70 P	ERTAINING
TO VISUAL ACUITY, COLOR VISION, AND HEARING BE COMPLETED IN DETAIL	•
5. S. R. Oleuses.	
(Signature of Medical Exam	iner)
1/12/54	
(Date)	v
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was 67-43961-240

Househor 20, 2004

Mr. Gordon A. Nease 615 Tennessee Avenue Alexandria, Virginia

Dear Gordon:

Your most thoughtful letter of November 3, 1954, has been received, and I am centainly happy to learn that Callahan, Whelan and Weber were able to be of assistance to you during your recent trip to the West. You may be sure that they were pleased to have the opportunity to show you around.

Your kind and generous comments are indeed appreciated, and I am letting them know of your gracious remarks. We will always keep your offer of assistance foremost in our minds.

Sincerely yours,

8 ccs - San Francisco, with three copies of incoming. 2 ccs - Salt Lake City, with two copies of incoming.

cc - (with copy of incoming) Personnel Files of Nicholas P. Callahan Leonard R. Weber William M. Whelan

Note: Correspondent is a former Inspector of the Bureau, who occupied a position in the Director's Office for a number of years. He EOD 11/1/38 as SA and had the title of Inspector at the time of his voluntary resignation effective 2/15/52. (see next page)

GEU:meb:blw (11) 195457

DUPLICATE NOV 1 2 1954 MAILED Mr. Gordon A. Neasé

November 12, 1954

First name salutation per Bureau mailing list.
Messrs. Callana, Weber and Whelan are being referred to very informally in view of the fact that Mr. Nease is well acquainted with them.

Nicholas P. Callahan, EOD 3-4-35 as clerk, 6-26-39 as SAA; GS-16, assigned Division 3. Leonard R. Weber, EOD 10-11-37 as SA, GS-13; assigned San Francisco. William M. Whelan, SAC, San Francisco.

Do

9,000

DAITED LIMIED LEMAIR Constitute on Appropriations

Lovember By 1954.

Logr Lr. Loover,

I have just recently returned from a trip to Gan Francisco and the Ltate of Hevela, and I want to express to you by nost sincera appreciation for the courtesies estended to me and another member of this staff, the tecompanied me, by representatives of the Eureau. Lick Callahan was kind enought to arrango for Notel recervations for us in Lan Francisca which was noat helpful as we arrived there on a wock end. I had the opportunity of paying courtesy calle at the Lan Francisco office and the Leno and Las Vegas resident agencies. Everyone were most courteque and I ca particularly grateful to EAG Tholon and Exectal Agent Rudy Feber of Lan Francisco, who made it populate for us to ose many of the sights furing our short stay there. It was my first violt to Lan Francisco and I am oure that I would have seen very little had not hady Vabber devoted practically his ontire Laturday afternaon in chocing us around the city.

It was a real pleasure in itself just to again have a chance to visit a spotless, efficiently run Bureau office and I on glad that I had the apportunity.

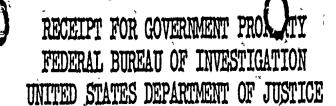
If ever I can be of any assistance whatever to you or the Europe I hope that you will call on me.

Cincerely,

/s/ Gordon

Gordon A. Lesse.





6-22-54	
V / T	

I certify that I have received the following Government property for official use tetuthea

> Key to Room B-216 Key to Room B-217 (For Security Patrol)

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is charged to you and you are responsible for taking; of the completed. DO NOTAMARY on the completed. DO NOTAMARY on the completed. completed. | DO NOT MARK OR WRITE ON IT OR MULTILATE

Very truly yours

NICHOLAS P. CALLAHAN
Inspector
Number One Man
Administrative Division
EOD 6-26-39
GS-16, \$12,200

ASSISTANT DIRECTOR MOHR: Mr. Callahan is the Number One Man in the Administrative Division and is primarily concerned with the handling of the Budget and Accounting Section as well as the Property and Management Section of the Bureau.

He does an outstanding job, is extremely loyal and conscientious, and has the ability to discharge his responsibilities in an above average manner.

I think he possesses considerable administrative and executive ability and is well qualified for his present position.

INSPECTOR STRONG: Mr. Callahan has served as No. 1 Man in the Division for many years. He is thoroughly informed as to the operations of all units of the Division and performs his duties in a commendable manner. He is thoroughly qualified for his present assignment. He has no problems and is available.

INSPECTION REPORT
ADMINISTRATIVE DIVISION
INSPECTOR F. H. STRONG
AUGUST 6, 1954
JPM:mfs

17 AUG 12 1954

BY W. REAL PRETERS TO



RECEIPT FOR GOVERNMENT PROPERTY FEDERAL BUREAU OF INVESTICE ION UNITED STATES DEPARTMENT OF JUSTICE

Government property for official

I certify that I have received the following Government property for official u

Key to Gymnasium

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

J. J. M. Habitukalika

Very truly your

M. P. Callahan

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee:	. NICHOLAS P.	CALLAHAN	-		
Where Assigned:Payroll Title:	Administrati (Division) Inspector	υe	#1 Han (Section, U	Jnit)	
	4/1/53	to _	3/31/54		
ADJECTIVE RATING		ATISFACTOR I	,		Employee's Initials
Rated by:	Signature	<u> </u>	ASSA Alusoch		3//17/ ate/
Reviewed by:	Signature Signature	A	Title SSISTANT DIRECTO Title	APA	30 1954 ate
89 MAY 5 19	(X) Official (X) Annual 54	YPE OF REPO	() Administrative () 60-day	oned	1954

QREORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHAN	TitleInspector
Administrative Division	Rating Period: from 4/1/53 to 3/31/5
RATING GUIDE AND CH	HECK-LIST
Note: Only those items having pertinent bearing on employee's performance should Rate items as follows: Outstanding (exceeding excellent and deserving special commendation). Satisfactory (ranging from good to excellent but not sufficient to rate outstandi Unsatisfactory. No opportunity to appraise performance during rating period. Guide for determining adjective rating:	ing).
An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition as set out on the reverse of form FD-185. So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide marks because such would presume equal weight for all elements rated. Good judgment in light of the elements rated. All minus marks must be supported by narrative detail, and of set out on the reverse of form FD-185.	
(a) Internal security cases	(17) Firearms ability. (18) Development of informants and sources of information. (19) Reporting ability: (2) (a) Investigative reports (b) Summary reports (c) Memos, letters, wires (Consider:
A. Specify general nature of assignment during most of rating period (such as securitor, etc.): Inspector, #1 Man of Adminis B. Specify employee's most noteworthy special talents (such as investigator, desk man,	
C. (1) Is employee available for general assignment wherever needs of service requires (2) Is employee available for special assignment wherever needs of service requires	? Ye Sif answer is not 'yes', explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service requires D. Has employee had any abnormal sick leave record during rating period? _No(If service requires)	
ADJECTIVE RATING: SATISFAC	TORY

NICHOLAS P. CALLAHAN
INSPECTOR, GS-16
NUMBER ONE MAN
ADMINISTRATIVE DIVISION
EOD 3-4-35 (CLERK)
6-26-39 (SPECTAL AGENT)(A)
ANNUAL PERFORMANCE RATING
APRIL 1, 1953, - MARCH 31, 1954

During the current rating year Mr. Callahan has continued as the Number One Man in the Administrative Division.

The following letters of censure were directed to him during the year:

October 2, 1953, censured and placed on probation for failure to carry out instructions given him concerning servicing dictograph equipment; January 18, 1954, neglecting to advise Director's Office of change in the schedule of Assistant Special Agent in Charge Carroll Doyle of the Pitts-burgh Division, who was attending Administrative School in Washington; February 4, 1954, erroneous information contained in a memorandum he prepared on January 29, 1954, captioned "Eisenhower Investigations (State Department)".

He was commended on October 12, 1953, for assistance rendered by employees of the Property Management Section during the handling of a special project in the Mechanical Section relative to the Greenlease Kidnaping case; December 11, 1953, for the performance of a truly outstanding job in connection with the preparation of material for the Director's use before the House Appropriations Committee; and on March 30, 1954, for his very valuable assistance in connection with the preparation of a summary on the Communist Party.

Mr. Callahan has continued to perform his duties as Number One Man in this Division in a highly satisfactory manner. He has been of material assistance to me personally during the year. The work of the Division has increased considerably and he has shouldered a greater part of that increase. The burdens placed upon him during the past year have been particularly heavy. However, due to his interest and loyalty to the service, he has met the demands placed upon him in a commendable manner. He is thoroughly familiar with all work performed in the Division. Subordinate employees in the Division have confidence in his decisions and recommendations.

He possesses an excellent personality and presents a very fine appearance, which assets have greatly contributed toward his excellent representation of, and ability to make friends and contacts for the Bureau in other Government agencies. Through these friends and contacts he has been able to secure a tremendous amount of valuable information for the Bureau.

His contacts, particularly with transportation companies, appropriations staffs on The Hill, and Bureau of the Budget, as well as the General Accounting Office, have been particularly valuable throughout the year.

At the present time Mr. Callahan is fully qualified to accept a higher executive position in the Bureau. His loyalty to the Director, and to the Bureau, is outstanding.

Frankly, I would not want to lose his valuable services in the Administrative Division inasmuch as he is performing excellent services for the Bureau in his present position.

me

TO

MR. GLAVIN

DATE: May 19,1954

FROM

N. P. Callahan

SUBJECT:

AVAILABILITY OF SPECIAL AGENT, PERSONNEL

Reference is made to SAC Letter 54-25, dated May 14, 1954, setting forth the present Bureau policy regarding the requests for transfer for personal reasons. further, the SAC Letter points out that the Bureau should be advised by May 24, 1954, of those Agents who do not consider themselves available for assignment wherever their services may be needed.

Please be advised that the following Special Agents, assigned to the Administrative Division, have reviewed the contents of SAC Letter 54-25 and have stated that they are available for assignment anywhere their sérvices are needed:

> Adams, J. B. Benjamin, G. Callahan Clark, W. E. Davidson, C. R. Davidson, L. L. Edwards, H. L. Gauthier, L. J. Gunsser, A. P. Hereford, F. D. Henshey, W. B.

Hunsingera, R. Hyde, W. S. Ingram, E. J. Johnson, J. S. *Leishear, W. E. -McDaniel, N. E. Morrell, D. C. Nally, T. J. Renneberger, R. C. Rogers, C. L. Smith, C. Q. Tavel, W. S.

11-10008 *As you know, Mr. Leishear is presently on limited duty and he is receiving treatments at the U. S. Naval Hospital, and he has stated that otherwise he is available for assignment whereever his services are needed.

A PCT: Dja

CERTIFI CATE

Nam	NICHOLAS P2 CALLAHA e (Please type or print	
<u>.</u>	Are you now or have yo affiliated or associat attachment to this cer	u ever been a member of, contributed to, ed with, any organization listed on the tificate?
		No Answer "Yes" or "No"
2.	of membership and exte	s" state the name of the organization, date ent of participation. An explanation reanny of these organizations may be attached theet of paper, if you desire to explain the membership.
	Name	Address From To Office Held

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

8 (Pate) 16 1001

(Usual Signature),

87 - NOT RESOLUTION

Attachment

March 23, 1954

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Abraham Lincoln Brigade Abraham Lincoln School, Chicago, Illinois Action Committee to Free Spain Now Alabama People's Educational Association (See Communist Political Association) American Association for Reconstruction in Yugoslavia, Inc. American Branch of the Federation of Greek Maritime Unions American Christian Nationalist Party American Committée for European Workers' Relief (See Socialist American Committee for Protection of Foreign Born Workers Party)
American Committee for the Settlement of Jews in Birobidjan, Ind. American Committee for Spanish Freedom American Committee to Survey Labor Conditions in Europe American Committee for Yugoslav Relief, Inc. American Council for a Democratic Greece, formarly known as the Greek American Council; Greek American Committee for National Unity American Council on Soviet Relations American Croatian Congress American Jewish Labor Counci'l' American League Against War and Fascism American League for Peace and Democracy American Lithuanian Workers Literary Association (also known as Amerikos Lietuviu Darbininku Literaturos Draugija) American National Labor Party American National Socialist League American National Socialist Party American Nationalist Party American Patriots, Inc. American Peace Crusade American Peace Mobilization American Poles for Peace American Polish League American Polish Labor Council American Rescue Ship Mission (a project of the United American Spanish Aid Committee) American-Russian Fraternal Society American Russian Institute, New York, also known as the American Russian Institute for Cultural Relations with the Soviet Union American Russian Institute, Philadelphia American Russian Institute of San Francisco American Russian Institute of Southern California, Los Angeles

American Slav Congress American Women for Peace American Youth Congress American Youth for Democracy Armenian Progressive League of America Associated Klans of America Association of Georgia Klans Association of German Nationals (Reichsdeutsche Vereinigung) Association of Lithuanian Workers (also known as Lietuviu Darbininku Susivienijimas) Ausland-Organization der NSDAP, Overseas Branch of Nazi Party Baltimore Forum Black Dragon Society Boston School for Marxist Studies, Boston, Massachusetts Bulgarian American People's League of the United States of America Bridges-Robertson-Schmidt Defense Committee California Emergency Defense Committee California Labor School, Inc., 321 Divisadero Street, San Francisco, California Carpatho-Russian People's Society Central Council of merican Women of Croatian Descent, Also known as Catral Council of American Croatian Yomen, National Council of Croatian Women Central Ja anese Association (Beikoku Chuo Nipponjin Kai) Central Japanese Association of Southern California Central Organization of the German-American National Line (Deutsche-Amerikanische Einheitsfront) Cervantes Fraternal Society China Welfare Appeal, Inc. Chopin Cultural Center Citizens Committee to Free Earl Browder Citizen's Committee for Harry Bridges Citizens Committee of the Upper West Side (New York City) Citizens Emergency Defense Conference Citizens Protective League Civil Rights Congress and its affiliated organizations, including: Civil Rights Congress for Texas Veterans Against Discrimination of Civil Rights Congress of New York Columbians Comite Coordinador Pro Republica Espanola Committee to Aid the Fighting South Committee for Constitutional and Political Freedom: Committee to Defend Marie Richardson Committee for the Defense of the Pittsburgh Six Committee for a Democratic Far Eastern Policy Committee for Nationalist Action Committee for the Negro in the Arts Committee for Peace and Brotherhood Festival in Philadelphia Committee for the Protection of the Bill of Rights Committee to Uphold the Bill of Rights

Committee for World Youth Friendship and Cultural Exchange Commonwealth College, Mena, Arkansas Communist Party, U. S. A., its subdivisions, subsidiaries and affiliates. Communist Political Association, its subdivisions, subsidiaries and affiliates, including: Alabama People's Educational Association Florida Press and Educational League Oklahoma League for Political Education People's Educational and Press Association of Texas Virginia League for People's Education Congress of American Revolutionary Writers Congress of American Women Connecticut Committee to Aid Victims of the Smith Act Connecticut State Youth Conference Council on African Affairs Council of Greek Americans Council for Jobs, Relief and Housing Council for Pan-American Democracy Croatian Benevolent Fraternity Dai Nippon Butoku Kai (Military Virtue Society or Military Art Society of Japan) Daily Worker Press Club Daniels Defense Committee Dante Alighieri Society (between 1935 and 1940) Dennis Defense Committee Detroit Youth Assembly Emergency Conference to Save Spanish Refugees (foundingbody of the North American Spanish Aid Committee) Families of the Baltimore Smith Act Victims Families of the Smith Act Victims Rederation of Italian War Veterans in the U.S. A., Inc. (Associazione Nazionale Combattenti Italiani, Federazione degli Stati Uniti d'America) Finnish-American Mutual Aid Society Florida Press and Educational League (See Communist Political Association) Frederick Douglass Educational Center Freedom Stage, Inc. Friends of the New Germany (Freunde des Neuen Deutschlands) Friends of the Soviet Union Garibaldi American Fraternal Society George Washington Carver School, New York City German-American Bund (Amerikadeutscher Volksbund) German-American Republican League German-American Vocational League (Deutsche-Amerikanische Berufsgemeinschaft) Harlem Trade Union Council

Hawaii Civil Liberties Committee

Heimuska Kai, also known as Nokubei Heieki Ginasha Kai, Zaibel Nihonjin, Heiyaku Gimusha Kai, and Zaibei Heimusha Kai (Japanese residing in America Military Conscripts Association) Hellenic-American Brotherhood Hinode Kai (Imperial Japanese Reservists) Hinomaru Kai (Rising Sun Flag Society :- a group of Japanese War · Veterans Hokubei Zaigo Shoke Dan (North American Reserve Officers Association)Hollywood Writers Mobilization for Defense Hungarian-American Council for Democracy Hungarian Brotherhood Independent Socialist League Industrial Workers of the World International Labor Defense International Workers Order, its subdivisions, subsidiaries and affiliates Japanese Association of America Japanese Overseas Central Society (Kaigai Dobo Chuo Kai) Japanese Overseas Convention, Tokyo, Japan, 1940 Japanese Protective Association (Recruiting Organization)
Jefferson School of Social Science, New York City Jewish Culture Society Jewish People's Committee Jewish People's Fraternal Order Jikyoku Linkai (The Committee for the Crisis) Joint Anti-Fascist Refugee Committee Joint Council of Progressive Italian-Americans, Inc. Joseph Weydemeyer School of Social Science, St. Louis, Missouri Kibei Seinen Kai (Association of U. S. Citizens of Japanese Ancestry who have returned to America after studying, in Japan Knights of the White Camellia Ku Klux Klan Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft) Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk) Labor Council for Negro Rights Labor Research Association, Inc. Labor Youth League League of American Writers Lictor Society (Italian Black Shirts) Macedonian-American People's League Mario Morgantini Circle Maritime Labor Committee to Defend Al Lannon Massachusetts Minute Women for Peace Maurice Braverman Defense Committee

Michigan Civil Rights Federation Michigan School of Social Science Nanka Teikoku Gunyudan (Imperial Military Friends Group or Southern California War Veterans) National Association of Mexican Americans (also known as Asociacion Nacional Mexico-Americana) National Blue Star Mothers of America (not to be confused, with the Blue Star Mothers of America organized in February 1942) National Committee for the Defense of Political Prisoners National Committee for Freedom of the Press National Committee to Win the Peace National Conference on American Policy in China and the Far East (a conference called by the Committee for a Democratic Far Eastern Policy) National Council of Americans of Croatian Descent National Council of American-Soviet Friendship National Federation for Constitutional Liberties National Labor Conference for Peace National Negro Congress National Negro Labor Council Nationalist Action League Nationalist Party of Puerto Rico Nature Friends of America (since 1935) Negro Labor Victory Committee New Committee for Publications Nichibei Kogyo Kaisha (The Great Fujii Theatre) North American Committee to Aid Spanish Democracy North American Spanish Aid Committee North Philadelphia Forum Northwest Japanese Association Ohio School of Social Sciences Oklahoma Committee to Defend Political Prisoners Oklahoma League for Political Education (See Communist Political Association) Original Southern Klans, Incorporated Pacific Northwest Labor School, Seattle, Washington Palo Alto Peace Club Partido del Pueblo of Panama (operating in the Canal Zone) Peace Information Center Peace Movement of Ethiopia, People's Drama, Inc. People's Educational Association (Incorporated under name Los Angeles Educational Association, Inc.), also known as People's Educational Center, People's University, People's School People's Educational and Press Association of Texas People's Institute of Applied Religion People's Radio Foundation, Inc. Philadelphia Labor Committee for Negro Rights Philadelphia School or Social Science and Art Photo League (New York City) Political Prisoners' Welfare Committee

Polonia Society of the IWO Progressive German-Americans, also known as Progressive German-American's of Chicago Proletarian Party of America Protestant War Veterans of the United States, Inc. Provisional Committee of Citizens for Peace, Southwest Area Puertorriquenos Unidos (Puerto Ricans United) Quad City Committee for Peace Revolutionary Workers League Romanian-American Fraternal Society Russian American Society, Inc. * Sakura Kai (Patriotic Society, or Cherry Association, composed of veteran's of Russo-Japanese War) Samuel Adams School, Boston, Massachusetts Santa Barbara Peace Forum Schappes Defense Committee Schneiderman-Darcy Defense Committee School of Jewish Studies, New York City Seattle Labor School, Seattle, Washington Serbian-American Fraternal Society Serbian Vidoudan Council Shinto Temples Silver Shirt Legion of America Slavic Council of Southern California Slovak Workers Society Slovenian-American National Council Socialist Workers Party, including American Committee for European Workers' Relief Socialist Youth League Sokoku Kai (Fatherland Society) Southern Negro Youth Congress Suiko Sha (Reserve Officers Association, Los Angeles) Tom Paine School of Social Science, Philadelphia, Pennsylvania Tom Paine School of Westchester, New York Tri-State Negro Trade Union Council Ukrainian-American Fraternal Union Union of American Croatians Union of New York Veterans United American Spanish Aid Committee United Committee of Jewish Societies and Landsmanschaft Federations, also known as Coordination Committee of Jewish Landsmanschaften and Fraternal Organizations United Committee of South Slavic Americans United Harlem Tenants and Consumers Organization United May Day Committee United Negro and Allied Veterans of America Veterans of the Abraham Lincoln Brigade

Veterans Against Discrimination of Civil Rights Congress of New York (See Civil Rights Congress) Virginia League for People's Education (See Communist Political Association) Voice of Freedom Committee Walt Whitman School of Social Science, Newark, New Jersey Washington Bookshop Association Washington Committee to Defend the Bill of Rights Washington Committee for Democratic Action Washington Commonwealth Federation Washington Pension Union Wisconsin Conference on Social Legislation Workers Alliance (since April 1936) Workers Party, including Socialist Youth League Yiddisher Kultur Farband Young Communist League Yugoslav-American Cooperative Home, Inc. Yugoslav Seamen's Club, Inc.

The state of the s

QUESTIONNAIRE FOR SPECIAL AGENT ACCOUNTANTS

NameNICHOLAS P. CALLAHAN
Birthdate 12-26-13 E.O.D. as SAA 6-26-39 Office of Assignment Administrative Divisions of Preference (1) None (2)
EDUCATIONAL BACKGROUND
Colleges attended, dates, majors, degrees received:
Benjamin Franklin University, Washington, D. C., 1937 - Accounting -
B.C.S.
CERTIFIED PUBLIC ACCOUNTANT No Year State
List any accounting societies in which you have been active:
None
Are you presently taking any accounting courses or preparing for
C.P.A. examination-specify
If not, do you intend to take such a course in future: Not at this time ACCOUNTING EXPERIENCE
List employers, dates employed and nature of work handled:
Second National Bank, Washington, D. C., Manager, Proof Dept., 18 mos.
Specify industries in which you have been employed doing accounting
work, ie, petroleum, bank, etc., and periods of such employment.
Bank S
erne 6-85 Male

•	BUREAU EXPERIENCE:	-	*
	Type accounting cases worked and	approximate	number
		:	

Federal Reserve Act - 1
National Bankruptcy Act - 10
Have you testified as an accountant during a trial or hearing in Federal Court, U. S. Tax Court or Court of Claims
If yes, specify type cases and number of times
Has the question of your qualifications ever been tested in court
List type Bureau accounting cases which you believe you are particularly well qualified to handle, if none so state. Bankruptcy
Are you presently assigned to accounting cases? No If not, what type cases have you handled since 4/1/53 None

COMMENTS OF SAC:

March 30, 1954

Personal and Confidential

Mr. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Mr. Callahan:

In connection with the recent preparation of a summary on the Communist Party I want to express my appreciation for the very valuable assistance you rendered.

I am aware that you voluntarily worked during the night and early morning hours of March 24 and 25, 1954, and that you afforded those employees in your division who assisted in this project effective direction and supervision. You contributed in no small measure to the expeditious completion of the project, and I am happy to commend you.

Tolson Ladd
Nichols Belmont Clegg
Glavin
Harbo
Rosen A
Tracy
Mohr
Winterrowd Tele. Room Halloman

February 19, 1954

b6 b7C

N. P. Callahan

FIREARMS TRAINING ADMINISTRATIVE DIVISION

The first training schedule for the Indoor Range is set forth below. Each supervisor should carry his issued revolver with him to the range for functional tests and inspection. The Administrative Division is scheduled to attend on Wednesday, February 24, 1954, as follows:

	TOTTOMB:	
9:00 - 9:15 AM	9:45 - 10:00 AM	4:45 - 5:00 PM
J. B. Adams G. G. Benjamin N. P. Callahan	F. D. Hereford W. B. Hershey A. F. Hodgens R. G. Hunsinger	R. C. Renneberger C. Q. Smith C. L. Rogers W. S. Tavel
9:15 - 9:45 AM	10:00 - 10:15 AM	5:00 - 5:15 PM
W. E. Clark C. R. Davidson	L. D. Hunzeker W. S. Hyde E. J. Ingram J. S. Johnson	
9:30 - 9:45 AM	4:30 - 4:45 PM	مدن حمد الأخه - مد - ر
L. L. Davidson H. L. Edwards L. J. Gauthier A. P. Gunsser	W. E. Leishear N. E. McDaniel D. C. Morrell T. J. Nally	

cc - Training and Inspection Division (sent direct)

PGT:jmr

8 9 Mar 12 1954

401-218884-194

OLICINAL FILED IN

March 4, 1954

PERSONAL

Mr. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Mr. Callahan:

ā GO

Today marks the completion of your nineteenth year as a member of the Bureau family and I want to offer you my sincere congratulations and best wishes on this occasion. Yours is a record you can well be proud of and I hope you will be celebrating many more such anniversaries.

Sincerely,

To Edgar Hoover

BACORDED-25

EH JEH/mpd

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20 MAR 8 1954

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DATE 3-4-54
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ice Memorandum • united states government

MR. TOLSON

NICHOLAS R. CALLAHAN SUBJECT:

Inspector #1 Man Administrative Division

EOD as Spectal Agent 6/26/39

Grade GS-16, \$12,200°

Non-Veteran

NOT ON PROBATION

Nichols

DATE: February 3, 1954

Belmon

WILLIAM C. MACKSON Budget and Accounting

Officer Administrative Division

EOD 8/26/18

Resigned 11/15/21Reinstated 7/16/28 Grade GS-13, \$8360

Non-Veteran

NOT ON PROBATION

Mr. Callahan's memorandum of January 29, 1954, captioned "Eisenhower Investigations (State Department) incorrectly stated that during fiscal year 1953 the FBI had billed the State Department for 270 investigations at \$540.44 each and 122 investigations at \$522.70 each, and that thus far in fiscal year 1954 we had billed the State Department for 83 investigations at \$540.44 each and 27 investigations at \$522.70 each. Actually, we billed the State Department for only 122 investigations during fiscal year 1953 at a cost of \$522.70 each and for 27 investigations during the present fiscal year at \$522,70 each. The other investigations at \$540.44 each, i.e. 270 investigations in fiscal year 1953 and 83 investigations in fiscal year 1954 were other investigations done for administration appointments in other than the State Department.

With respect to this error, Mr. Callahan, who prepared the

memorandum in question, has submitted a written explanation. 12/
He advises that he recalls specifically having requested Mr. Jackson for information as to the number of investigations whigh we had billed the State Department at the set unit cost. When he received Mr. Jackson's figures he assumed they were Forrect as requested since the subject matter which the memorandum involved concerned the State Department only. On the other hand, Mr. Jackson has submitted a memorandum advising that it is his recollection when Mr. Callahan requested the information he did not specifically refer to the fact that it was to be confined to the State Department. Accordingly, the igures he furnished Mr. Callahan were not so confined.

THE FILES OF CALLHAN AND JACKSON ARE ATTACHED.

Memorandum to Mr. Tolson

February 3, 1954

Re: Nichola's P. Callahan

William C. Jackson

The necessary corrections were made on the original memorandum prior to action being taken on it. No embarrassment resulted to the Bureau.

RECOMMENDATION:

There is no excuse for the slipshod manner in which this matter was handled. I, therefore, recommend that letters of censure be directed to Mr. Callahan and Mr. Jackson.

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agree 2

is at sould. Collaboran intras didn't sine the proper instruct trong of or didn't sine them I leady. He should be severely censured.

K.

fice Memor Adum • United STATE GOVERNMENT

TO

MR. GLAVIN

FROM

CALLAHAN

SUBJECT:

DATE: February 2, 1954

Ladd_ Nichols Belmor Clegg. Harbo, Winterrowd

There is attached hereto a memorandum from Mr. Jackson to the writer explaining why incorrect figures were furnished which were used by the writer in a memorandum from you to Ur. Tolson dated January 29, 1954, under the caption, "Eisenhower Investigations" (State Department). Referenced memorandum reflected originally that 270 investigations in the fiscal year 1953 and 83 investi-gations thus far in the fiscal year 1954 were billed to the State Department at the rate of \$540.44 each whereas I was subsequently informed by Mr. Jackson that we did not bill the State Department at this rate for any investigations we have conducted for that Department to date. The original memorandum from you to Mr. Tolson has been corrected. It was located in Mr. Ladd's Office who had received it on a C-Me from Mr. Tolson and before any action outside the Bureau had been taken in connection therewith.

Mr. Jackson indicates that his recollection when I requested the above information is that I did not specifically refer to the fact that I wanted the number of investigations from the State Department only at the unit price indicated.

The writer recalls specifically having requested of Mr. Jackson information as to the number of investigations for which we had billed the State Department at the unit cost of \$540.44 and \$522.70. Upon being furnished the information by Mr. Jackson originally used, I assumed the figures as requested were correct since the subject matter which the memorandum involved concerned the State Department only.

Attachment

NPC:gt

30 FEE 10 1954

TECORDED - 60

Coarched Numbered

FECERAL BUNEAU OF INVENTE

February 4, 1954

REGNAL AND

Nr. Nicholas P. Callahan Rederal Durgau of Investigation Kashington, P. C.

Pear Ur. Callahan:

I have reviewed the facts concerning the erroneous information centained in the memorandum you premared on January 21, 1954, cantioned "Eisen-hower Investigations (State Department)" and I note that the memorandum erroneously edvised that this Sureau has billed the State Department for a certain number of investigations although actually some of these investigations had been conducted for azonales other than the State Department. apparent to me that this gross inacouracy was due either to your failure to furnish proper instructions to your subordinate or your failure to make your instructions sufficiently clear.

Although your derellotion in this natter could have proven most embarrabsing to the Bureaus. the nore serious aspect of your wrongdoing was the fact that you subsitted a memorandum which was grossly inaccurate. I must insist that you take the necessary steps to avoid any future recurrences, of such nature.

MAILED 3 FEB = 5 1954 COMM. FOL

John Adger Abdule BAS 184 Director 1 Comment

Glavin (P&C)

PERSONAL AND CONFIDENTIAL

PAR 2

Mr. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Mr. Callahan:

Your inadequate handling of a phase of the Administrative School recently held at the Seat of Government has come to my attention. Specifically, although the schedule of instruction periods for January 14, 1954, indicated that Assistant Special Agent in Charge Carroll Doyle, of the Pittsburgh Division, would be in the Justice Building until 4:00 PM, when my office attempted to locate Mr. Doyle at 3:55 PM, it developed that he had departed for the Identification Building and you had neglected to notify my office of this change in schedule.

There is no excuse for such laxity in the handling of training schedules. It should be obvious to you that in the event it becomes necessary to make changes in the time or location of these classes, it is incumbent upon you to see to it that my office is promptly notified. In the future you will be expected to take appropriate measures to prevent any repetition of such negligence on your part.

DCM mmm
CC: Mr. Glavin (PERSONAL ATTENTION) Director

MAILED 6

JAN 18 1954

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Ladd
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MR. TOLSON

1/14/54

H. H. CLEGG

Mr. C. Mada

WHEREADOUTS OF ASAC DOYLE WHEN DIRECTOR CALLED FOR HIM AT ABOUT 3:55 PM TODAY

The Administrative School, of which ASAC C. Doyle is a member, was scheduled to practical work and instruction in the Administrative Division today.

The Administrative Division prepared a memorandum showing where the two groups into which the class would be divided would be during the afternoon. ASAC Doyle was listed to be in _______ 's office in the Justice Building from 2 to byc 4, and from 4 to 6 PH in the Voucher Unit in the Ident Eutlding.

When the Director's office called for Ur. Boyle at about 3:55 PM, it was ascertained that he was not in this building but was en route to the Ident Building. He had departed prior to the time the schedule showed he would be absent from this building and this division was not notified and presumably the Director's office was not notified.

This Division was notified that Group Two, in which group was Messrs. Hiller, Torrens, Talburtt and Mulroy, would be in the Ident Division from 2 to 4:15, which was the only change we were aware of in the previously prepared schedule.

Mr. Callahan of the Administrative Division has been requested to submit a memorandum promptly explaining why ASAC Doyle was permitted to leave the Justice Building prior to the scheduled time of departure.

Hr. Callahan advises that the Administrative Division let Mr. Boyle depart prior to 4 PM in order to catch the station wason for the Ident Building at 3:50 PM and that they did not notify anyboy of this plan. Mr. Callahan's memo attached.

CC - Hr. Glavin Attachment

HIIC:hd

Belmont

Dele. : Jon

7 3 JAN 21 1954

MR. TOLSON

DATÉ: December 10, 1953

b6

b7C

W. R. GLAVIN

PREPARATION OF BUDGET MATERIAL FISCAL YEAR 1955

As you know, this year we had a very limited period of time in which to prepare the Director's material for the House Appropriation Hearings.

I wanted to mention to you the wholehearted cooperation I received from the employees of this Division in giving freely of their own time to insure the proper preparation of the material in question.

It was necessary that a number of employees work over the Thanksgiving holiday and the Saturday and Sunday following.

I want to particularly mention the work performed by:Mr.

A. P. Gunsser, who prepared the greater portion of the material furnished to the Director. Special Agents C. L. Rogers and assisted to a considerable extent in preparing this material. Budget Supervisor William C. Jackson performed considerable overtime as he has always done in years past, in gathering up the detailed figures and seeing that all of the necessary typing, checking, and proofing was completed.

Mr. Gunsser, on at least one occasion worked completely around the clock in connection with this matter. Further, in the final preparation of the material the following employees worked from the beginning of the business day, 9:00 A.M., on Monday, November 30, 1953, until 4:00 A.M. Tuesday, December 1, 1953: N. P. Callahan, C. L. Rogers, William C. Jackson, Employees, on their own, were back on duty at 9:00 A. M. the next morning with the exception of ______, who came in a short time later.

I am listing below employees in the Budget Unit and other Units of the Administrative Division, as well as one employee of the Investigative Division, who performed a considerable amount of overtime in order that the deadline might be met in connection with the preparation of this budget material:

Budget Unit	Leave Unit	
William C. Jackson JAN 11195		

WRG mfs.

0

O

Memorandum to Mr. Tolson

December 10, 1953

Re: Preparation of Budget Material, Fiscal Year 1955

Budget Unit (continued)	Personnel Action Unit	
Physical Unit		
	Personnel Briefing Unit	
		b6
Movement Unit		b70
	Front Office	
	Investigative Division	

It is recommend that appropriate notations of the wholehearted cooperation of all of the above employees be made a matter of record in their files.

On this occasion as on other occasions in the past when it has been necessary to have a job done within a stated period of time, there was wholehearted cooperation throughout the Division in seeing that sufficient help was on hand to do the job.

I AGREE TOLSON 12-10

To:

Mr. Glavin

FROM:

-H. L. Edwards

SUBJECT: FIREARMS DELINQUENCIES ADMINISTRATIVE DIVISION

The following are the dates when those delinquent from this division in firearms will go to Quantico for their makeups, it being noted that dated from makeups according to SAC Sloan are December 8, 9, and 10, 1953.

> N.P.Callahan -H.L.Edwards *A.P.Gunsser

December 10, 1953 December 9, 1953 States unable to go on any of the dates because of work en the Director's testimony:

Special Agent C. Ray Davidson and W.E. Leishear are aslo list as delinquent but SAC Sloan has been advised by me that both of the men are on limited duty because of physical limitations therefore not qualified for firearms at this time and r. Sloan will be not when this limination is removed as these men will be able to make their firearms.

HLE:ep

47-10004-101

cc. Mr. Callahan

Mr. unsser

Mr. C. R. Davidson

Mr: Leishear

ADDENDUM: (HLE:AO 1209-53)

Pursuant to my conversation with you on December 8, 1958 checked with SAC Sloan, who informed me that he would apply to handled "r. "unsser on December 11th if he could make it.

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December 11, 1953

Personal and Confidentia

Mr. Nicholas P. Callahan Federal Dureau of Investigation Washington, D. C.

Dear Mr. Callahan:

I want you to be aware of my great satisfaction with the splendid service rendered by you in connection with the preparation of material for my use before the House Appropriations Committée.

Your tireless devotion to duty, excellent judgment, and effective coordination of this project certainly played a large part in its expeditious completion and in the high calibre of the work done by the employees who participated. I am indeed pleased to inform you in this manner of my commendation for a truly outstanding job.

Sincerely yours, J. Edgar Hoover cc: Mr. Glavin

Tolson Nichols ... Belmont. Clegg. Glavin MAILEU O DEC 1 4 1953 Tracy. agitaul actrages. u Gearty. Winterrowd 183 Tele. Room .. RECEIVED - DIRECTOR Holloman ---© DEC 18 1953



Q

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

WASHINGTON 25, D. C.

Director Federal Bureau of Investigation United States Department of Justice Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MCNEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

onship Wife Date 12/1/53 n, D. C. ciary under the Chas. S. Ross Fund lled in line of duty.
anghin Dawdy
onship Dar RED 14
Very truly yours,

Hoyember 25, 1953

Ur. Nicholas P. Callahan Federal Bureau of Investigation Nachington, D. C.

Lear Ur. Callahan;

The Dureau is pleased to advise you that you are being removed from a probationary status.

Sincerely yours,

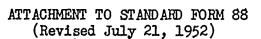
J. Edgar Hoover

John Edgar Roover Director

Mr. Clegg Movement Leave	(Confidential N N N N N N N N N N N N N N N N N N N	(Inspector)	b6 b7 Way 2:	
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Standard Form 88 (Rev. Aug. 1950) :Promulogned by Burean of the Judget Circular A-24 RT OF MEDICAL EXAMINATION 1. DST NAME-FIRST NAME-MIDDLE NAME 2. GRADE AND COMPONENT OR POSITION 3. IDENTIFICATION NO. CALLAHAN, N.P. INSPECTOR 4. HOME ADDRESS (Number, street or EPD, city or town, zone and State) 5. PURPOSE OF EXAMINATION 6. DATE OF EXAMINATION 11-9-53 ANNUAL 7. SEX 8. RACE 9. TOTAL YRS. GOVT. SERVICE 10. DEPARTMENT, AGENCY, OR SERVICE 11. ORGANIZATION UNIT MILITARY CIVILIAN 12. DATE OF BIRTH 13. PLACE OF BIRTH 14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN 12**-**26-13 15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS 16. OTHER INFORMATION <u>-NNMC- Bethesda</u> 17. RATING OR SPECIALTY TIME IN THIS CAPACITY: TOTAL LAST SIX MONTHS NOTES.—Describe every abnormality in detail. (Enter pertinent item number comment; continue in item 73 and use additional sheets if necessary.) (Enter pertinent item number before each CLINICAL EVALUATION (Check each item in appropriate col-umn; enter "N. E." if not evaluated) NORMAL ABNOR 18. HEAD, FACE, NECK, AND SCALP X 20. SINUSES X 21. MOUTH AND THROAT X 22. EARS—GENERAL (Int. & ext. canale) (Audito x X 23. DRUMS (Perforation) 24. EYES—GENERAL (Viewal acuity and refractive tems 69, 60, and 61) X X 25. OPHTHALMOSCOPIC X 26. PUPILS (Equality and reaction) 27. OCULAR MOTILITY (Associated parallel mot ments, nystagmus) X X 28. LUNGS AND CHEST (Include breasts) X 29. HEART (Thrust, size, rhythm, sounds) X 30. VASCULAR SYSTEM (Varicosities, etc.) X 31. ABDOMEN AND VISCERA (Include hernia) 32. ANUS AND RECTUM (Hemorrhoide, fistulae) X X 33. ENDOCRINE SYSTEM 34. G-U SYSTEM 34- Mild hypospadios X 35. UPPER EXTREMITIES (Strength, range of x X 37. LOWER EXTREMITIES (Except feet) (Strength, range of motion X 38. SPINE, OTHER MUSCULOSKELETAL X 39- Hernia & Appendectomy scars. 39. IDENTIFYING BODY MARKS, SCARS, TATTOOS 40. SKIN, LYMPHATICS x X 41. NEUROLOGIC (Equilibrium tests under item 72) 42. PSYCHIATRIC (Specify any personality deviation) X 2 ENCT (Check how done) VAGINAL RECTAL (Continue in item 73) 43. PELVIC REMARKS AND ADDITIONAL DENTAL DETECTS AND DISEASES DO 1000 44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively) (6×8) .—Fixed bridge, brackets to -Restorable teeth -Missing teeth /.- Nonrestorable teeth -Replaced by deniures include abutments Type III Class NOV 24 1953 LIECONDIZ 2013 16^X L 8 26 25 17 LABORATORY FINDINGS 45. URINALYSIS: SP. GR. 46. CHEST X-RAY (Place, date, film number, result) 47. SEROLOGY (Specify test used and result) 1.017 ALBUMIN SUGAR! MICROSCOPIC NEG NEG 48. EKG PE AND RH 50. OTHER TESTS ECG-normal

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Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2		67
3		68
11		69
14	•	71 (unless other
17		examination indi-
62		cates desirable)
65		72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee /5 qualified for strenuous physical exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

				No	· · · · · · · · · · · · · · · · · · ·	
If	answer	is	"yes"	please	specify.	

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

(Signature of Medical Examiner)

11/12/53
(Date)

LNULUSURE 67-4396(-336

Standard Forin 89
(Rev. Aug. 1950)
PROMULGATED BY BUREAU OF THE BUDGET
CIRCULAR A-24



THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

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. ном	E ADDR	ESS (Nun	nber, street or RY	D, cil	y or t	own, zone and Sta	(e)		-	5. PUR	POSE OF	EXAMIN	ATION			6	DATE OF EXAMINATION
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╁━╏			ON GOM TROUBLE	- -	10	JAUNDICE TRO	BLE OR GALL STONES	_	V	LOSS OF ARM, LEG, FINGER, OR TOE			┡	14		UG OR NARCOTIC HABIT	
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67-43961-230 ENCLOSURE

YES	NO	CHECK EACH ITEM YES OR NO. EV	ERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
			
, •	V	A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.	32, RT. HERNIA OPER 1932
	1	B. INABILITY TO PERFORM CERTAIN MOTIONS	APPENDECTONY - 1936
	1/	C: INABILITY TO ASSUME CERTAIN POSITIONS	<i>/////////////////////////////////////</i>
	7	D. OTHER MEDICAL REASONS (If yes, give reasons)	•
	V	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUB-	•
	V	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)	
	/	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)	
,	V	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)	
V		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE. ANY OPERATIONS? (If yes, describe and give age at which occurred)	
	/	63. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATOR NIMI (If yes, specify when, where why, and name of doctor, and complete address of hospital or clinic)	•
	V	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes; specify when, where, and give details)	
- a	·.	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS. PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)	
	V.	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)	•
	V	81. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL MENTAL OR OTHER REASONS! (If yes, give date and reason for rejection)	
	V	28. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL MENTAL OR OTHER REASONS! (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)	
	/	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY! (If yes, specify what kind, granted by whom, and what amount, when, why)	
1 CF	RTIFY T	HAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPL	LED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES
OF PPOCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

SMOKING. - CIGARETTES - / PACKPER DAY

TYPED OR PRINTED HAME OF	PHYSICIAN O	r examiner
7 - T 1 # (1) - D.		



SIGNATURE Real and lo. O'Surele

NUMBER OF ATTACHED

62289-1

Office Memorandum • united states government DATE: November 6, 1953 MR. GLAVIN N. P. Callahan FROM ! SUBJECT: Mr. Tolson has requested an explanation as to why the writer prepared a wire to five divisional offices instructing that one clerical employee from each office be sent to the St. Louis Office on special assignment without designating whether they should be male or female and whether they should possess typing ability. The writer's teletype was predicated upon a telephone call received from SAC Milnes at which time he did not specify beyond the fact that he would be appreciative of receiving clerical assistance on special assignment if at all possible, he pointing out that his clerical staff was working 7 days a week building up compensatory leave as a result thereof and, further, the work of the office was also suffering. The writer regrets that at the time of his telephone conversation with SAC Milnes he did not obtain more specific information concerning the type of clerical assistance desired. Mr. Mohr subsequently discussed with Mr. Milnes specifically the type of clerical assistance desired and ascertained that two additional male typists and three additional female typists would be required. Accordingly, arrangements were made by the Administrative Division to have clerical employees as above-described report to the St. Louis Office from the Omaha, Milwaukee, and Charlotte Offices immediately. lue should have determined this before we prepared orders

20 MON 18 1953

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO

MR. TOLSON

DATE:October 20,1953

FROM

W. R. Glavin

SUBJECT: CERTIFYING OFFICERS

Mr.S. A. Andretta, Administrative Assistant Attorney General, telephonically communicated with me on the morning of October 7, 1953, and advised that as the Administrative Assistant Attorney General, he has the responsibility of approving certifying officers for all divisions and bureaus of the Department of Justice. He inquired of me as to whether the Director would have any objection to approving the certifying officers for the FBI.

I advised Mr. Andretta that I was sure there would be no objection to his having the Attorney General delegate such authority to the Director.

At the present time we have five certifying officers in the Bureau, they being certified to approve vouchers being submitted to the Treasury Department for payment. This includes all types of Jouchers, payrolls, and any item wherein charges are made against our appropriations.

The five certifying officers are as follows:

- W. R. Glavin, who certifies blue slip vouchers
- N. P. Callahan, who certifies blue slip vouchers in the absence of Mr. Glavin (These are the only two certifying officers authorized to certify blue slip vouchers with the General Accounting office) Mr. Callahan also certifies payroble and other documents prepared for transmission to the General Accounting office by the Budget or Accounting Section.
- A. P. Gunsser, who certifies the payrools and other matters handled from time to time by Mr. Callahan with the exception of blue slip vouchers

and ______ the Clerical
Supervisor and Assistant Clerical Supervisor of
the Voucher Section located in the Identification
Division Building, who certify expense accounts and
other regular expenditure accounts submitted to the
Bureau monthly for payment.

G:mfs

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1.7

b6 b7C MR. TOLSON

October 8, 1953

W. R. Glavin

GRENAP

IN. P. Callahon

It is respectfully recommended that certain letters of commendation be forwarded to employees of the Administrative Division who performed outstanding work in connection with the preparation and distribution of the ransom lists in the above-mentioned case.

The Printing, Photographic and Assembling Units of the Mechanical Section of this Division worked around the clock on the preparation of the ransom lists, assembling and subsequent boxing and forwarding to the field for a period of approximately one week. Those employees in the Printing Unit proper worked in 12 hour shifts for a period of 5 days in order to get a big jump on the preparation of the lists in question.

A number of the employees in the Property Management Section and the Voucher Unit, both of the Administrative Division, also volunteered to assist in the handling of this work.

RECOMMENDATION

It is recommended that a communication be addressed to Mr. Renneberger, commending the employees of the Mechanical Section for the manner in which they assisted in the preparation of the lists in question.

	It is further recommended that individual letters of commen-
2	dation go to Assistant Supervisor of the Mechanical
	Section, who worked very long hours in connection with the program in
	a supervisory capacity and Unit Supervisors in the Printing and Assembling
	Units 🕶
,	and
	in the Photographic Unit - I personally
	followed this list from the initial printing until printing was dis-
	continued and I relied particularly on the clerical employees above-
	mentioned to keep the Mechanical Section operating to its maximum
	capacity. I feel that the above employees should be commended indi-
	vidually for thier outstanding efforts. It is also recommended that a
	communication be addressed to Mr. Callahan commending the employees of
	the Property Management Section for their unselfish co-operation during
	this emergency. It is also recommended that a communication of commen-
	dation be addressed to Special Agent Jamie S. Johnson commending the
	employees of the Voucher Unit; who willingly gave of their time over
	AND COLADIOUS.

WRG: vs

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b6 b7С COPY

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Memo to Mr. Tols - Continued

and above the regular working hours to assist in the handling of this, particular matter.

I want very briefly to mention to the Director that the enthusiasm, loyalty and conscientiousness of the employees in these various units was one of the most heartening exhibitions of loyalty to the Bureau that I have seen in a long time.

Should you agree with the above recommendation, the appropriate communications will be prepared immediatley.

I agree.	OK	I agree.	Letters of Commenda.
JPM	T_{olson}	FH	10-12-53
10/8	10-8	10/8	

OK, yes well done.

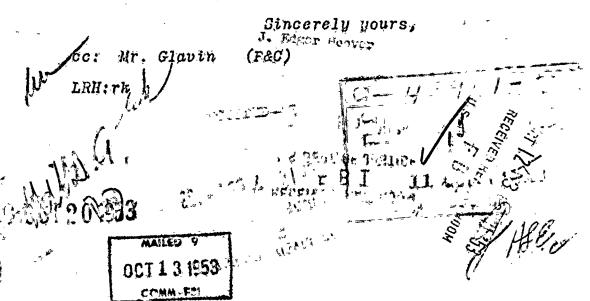
October 12, 1953

Mr. Nicholas P. Callahan Federal Eureau of Investigation Washington, D. C.

Dear Ur. Callahan:

I am dropping this note to inform you of my appreciation for the assistance rendered by employees of the Fronerty Management Section during the handling of a special project in the Mechanical Section relative to the Greenlease Kidnaping case.

These employees displayed a splendid spirit of cooperation and performed capably and enthusiastically. I wish that you would advice all of the personnel of the section who contributed their time to this task of my commendation for their loyalty and devotion to duty. They acted in accordance with the highest standards of the Bureau.



Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosco
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

Cotóber 2, 1953

Ur. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Deer Ur. Callahan:

I cannot express too strongly my feeling of complete exasperation at your failure to carry but instructions given you by Ur. Clavin on the evening of September 20, 1953, to arrange for servicing a piece of essential operating equipment in my office. The matter is all the more aggravated in view of the fact that the only reason for your devalication, according to your explanation, was a mental lapse.

Because of your demonstrated lack of performance on this occasion, you are being placed on probation. I am sure it must be apparent to you, without the need for any detailed proof, that there is no place in this organization for such inefficiency. It should be correctally colfevident to you because of the responsible position you occupy. Accordingly, I shall expect an immediate and complete improvement on your part so that it will not be necessary for such notters to be called to your attention in the future.

> Very truly payre, J. Edgar Hoover

John Edgar Hoover Director

CC - Mr. Glavin (P & C) The work of this employee should be closely supervised for 60 days and at the expiration of that time, you should submit recommendation as to whether he should be removed from probation.

cc - Mr. clegg (Inspector) Movement Unit OCT 5 ~ 1953

MAILED 23

DATE: October 1, 1953 FROM W. R. GLAVIN SUBJECT: FAILURE TO CONTACT DICTOGRAPH REPAIRMAN WP. CHILAHAR I am attaching hereto a memorandum dated today (10/1/53)from Mr. Callahan concerning his failure to contact the dictograph repairman .last evening. Mr. Holloman called me shortly before 6:00 P.M. concerning this matter and I immediately instructed Mr. Callahan to get in touch with the dictograph man to be sure that the dictograph man would report to the Director's Office no later . than 8:00 A.M. today to take care of the dictograph. I ascertained this morning that Callahan did not get in touch with the dictograph. people last night, which was contrary to my instructions. There is absolutely no excuse for his failure to do so since I am of the very definite opinion that this matter could have been handled without difficulty. I want to assure both the Director and you that I have endeavored to have this Division comply promptly: with any instructions received from the Director's Office. such time as we cannot do it I personally feel we have out-lived our usefulness. Sparchib RECOMMENDATION It is my recommendation that Callahah be severely censured and placed on probation for his dereliction in this part 11 007 lar case. FEREKAL LULL WRG: pmc Attachme nt I ENCL. L. A

Mr. Glavin TO

DATE: 10/1/53

Callahan,

SUBJECT: FAILURE TO CONTACT DICTOGRAPH REPAIRMAN

101201
Ladd
Nichols
Belmont
Clegg
Glavia
Harbo
Rosen
Tracy
Laughlia
Mohr
Wieterrowd
Tele. Rm.
Holloman
Gandy

In the evening of September 30, you instructed the writer to contact the contract dictagraph repairman pursuant to a request you had received from Mr. Holloman in order that he could be in the Director's Office at 8:00 A.M., this morning and repair trouble that had developed on the Director's set.

The writer failed to contact the repairman and needless to say feels very badly that your instructions were not carried out.

By way of explanation and by no means in an effort to alibi or excuse such failure, it is pointed out that at the time these instructions were received, which was approximately 5:45 P.M., there was no answers at the office phone of the contractor and normally under such circumstances he could be reached at home after 6:30 P.M. writer, having made notations of other telephone calls received in the interim inadvertently disposed of the paper with such notations on it and the matter slipped the writer's mind.

The dictograph repair man has been contacted this morning and will be available to make necessary repair at the first opportunity that the Director will be absent from his office of any period of time.

NPC: us

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FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

"是"

REPORT OF PERFORMANCE RATING

Name of Employee:	NECHOLAS P.	Q_{ALLA}	HAN .	
Where Assigned:	Administrat (Division)	ive	#1 Man (Section, Uni	t)
Payroll Title:	Inspector	1		
Rating Period: from	4/1/52		_ to	
		1	en grand de la companya de la compa La companya de la co	•
ADJECTIVE RATING:			ORY	Employee's Initials
	Outstan	ding, Satis	factory, Unsatisfactory	mse
Rated by:	Me flavri Signature	*	Asst Auroston Title	
Reviewed by:	Signature		Title	Date
Rating approved by:	Signature		ASSISTANT DIRECTOR Title	APR 1 4 1953
	<u> </u>		,	
	TY	PE OF R	EPORT BECORDED 68	
M	(x) Official (x) Annual		(), Administrative () 60 day	3961-224 ned
8 9 APR 16 1953				OWNSPRICE 5 1953 Wasau of Investigation

FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHAN	Title <u>Inspector</u>
Administrative Division	Rating Period: from 4/1/52 to 3/31/53
	AND CHECK-LIST
Rate items as follows: Outstanding (exceeding excellent and deserving special commendation Satisfactory (ranging from good to excellent but not sufficient to rate Unsatisfactory. No opportunity to appraise performance during rating period. Guide for determining adjective rating:	outstanding).
An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and as set out on the reverse of form FD-185. So far as Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to marks because such would presume equal weight for all elements rated. Good julight of the elements rated. All minus marks must be supported by narrative deta set out on the reverse of form FD-185.	d in addition, of course, supporting comments must comply with the requirements o provide a mechanical formula for computing the various 'plus', 'check', and 'minus' digment must be exercised to insure that the adjective rating is reasonable in the ail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as
(1) Personal appearance. (2) Personality and effectiveness of his personal contacts. (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). (4) Physical fitness (including health, energy, stamina). (5) Resourcefulness and ingenuity. (6) Forcefulness and aggressiveness as required. (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. (8) Initiative and the taking of appropriate action on own responsibility. (9) Planning ability and its application to the work. (10) Accuracy and attention to pertinent detail. (11) Industry, including energetic consistent application to duties. (12) Productivity, including amount of acceptable, work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and know how of application. (14) Technical or mechanical skills. (15) Investigative ability and results: (a) Internal security cases (b) Criminal or general investigative cases (c) Fugitive cases (d) Applicant cases (e) Accounting cases (e) Accounting cases	(17) Firearms ability. (18) Development of informants and sources of information. (19) Reporting ability: (2) (a) Investigative reports (b) Summary reports (c) Memos, letters, wires (Consider: conciseness; clarity; organization; thoroughness; accuracy; adequacy and pertinency of leads; administrative detail.) (20) Performance as a witness. (21) Executive ability: (21) Executive ability: (21) Executive ability: (22) Ability to handle personnel (23) Oevising procedures (3) Devising procedures (4) Emotional stability (1) Promoting high morale (23) Ofetting results (23) Organizational interest, such as making of suggestions for improvement. (24) Ability to work under pressure. (25) Miscellaneous. Specify and rate: Dictation ability Automobile driving ability
A. Specify general nature of assignment during most of rating period (such tor, etc.): This pector, #1 Man of A	n as security, criminal, applicant squad, or as resident Agent, supervisor, instruc- dministrative Division.
B. Specify employee's most noteworthy special talents (such as investigator, Desk Man.	
C. (1) Is employee available for general assignment wherever needs of service (2) Is employee available for special assignment wherever needs of service	Yes are not was evaluation narrative comments.)
D. Has employee had any abnormal sick leave record during rating period?	NO (If so, explain in narrative comments.)
ADJECTIVE RATING: SATISF. Outst	ACTORY tanding, Satisfactory, Unsatisfactory

NICHOLAS P. CALLAHAN
Inspector - #1 Man
Administrative Division

Mr. Callahan has continued as #1 Man in the Administrative Division. As such he has personal responsibility for direct supervision of budget and fiscal matters, including payroll and voucher operations and operations of the Security Patrol and procurement.

In addition he has continued to keep abreast of all the other many matters confronting the Administrative Division at this time.

In my opinion Mr. Callahan has continued to do an outstanding job. He is willing at any time to take responsibility for the operation of any matter coming within the jurisdiction of this Division. During a number of months past he has been of tremendous assistance in handling many matters which previous to this time had been handled on my own desk.

He has exceptional ability as a liaison contact representative and this fact has been proven many times over during the past year through Government, commercial, and business contacts. He is extremely loyal to the Director and to the Bureau and gives willingly of his time without thought to personal convenience. I feel that he is well qualified for the position he now occupies and he will continue to be a highly satisfactory employee in the future.

In my opinion he is highly satisfactory in his present assignment and should be continued in that assignment

Initials

TO : The Director

DATE: February 17, 1953

FROM : H. H. Clegg

SUBJECT: INSPECTION - ADMINISTRATIVE DIVISION

INSPECTOR R. T. HARBO

DECEMBER 12, 1952 - JANUARY 30, 1953

SYNOPSIS THE COLUMN

L. Some work areas were rather congested, but considered adequate in view of general space shortage in Justice Building. Several minor delinquencies in physical condition and maintenance were corrected during the inspection.

- Seven record cards pertaining to purchases of bonds by employees, one pay record folder, and fourteen lime and Attendance cards were found at the bottom of file cabinets, under the bottom drawer; all had been completely processed and were being held only for record purposes. Seventy-three lime and Attendance cards for 1951 were found behind the bottom drawer of an employee's desk.
- 3. Pending work averaged 4 days for Agents and 2.6 days for clerks.
- 4. Streamlining was effected by arrangements to discontinue record cards for individual employees showing tovernment bonds issued, also by discontinuing practice followed in some divisions at Beat of Government whereby individual employees were required to appear at Payroll Office to obtain bonds; instead distribution to all divisions at Seat of Government will be handled by form letter of transmittal in same manner as sent to field offices, thus providing an adequate record of bonds distributed.
- Bureau commenced auditing its own vouchers January, 1952. In 1951, average time to process commercial vouchers and get check from Treasury was 37.8 days; in November, 1952, average time was found reduced to 16.8 days, a reduction of 21 days since Dureau assumed the auditing function. Time for complete handling of Agents: vouchers reduced from 37 days in 1951 to 16.6 days in 1952. Voucher Unit operating very effectively.
- 6. Collection of confidential trash in Bureau space in Justice Building not completed until nearly 10:00 P. M.; this involves security risk since char force starts working in Bureau space at 6:00 P.M. Administrative Division has developed a plan to provide for collection of all confidential trash prior to 6:00 P. M. by drastically reducing the number of pick-up points; this plan was placed in effect on February 16.

RTH: VH. 12. 18 12.3

Memorandum for the Director

- 7. Several minor suggestions for streamlining administrative operations were made by the Inspector and agreed to by Mr. Glavin. Considerable work remains to be done in the storage unit at 9th and H Building, such as preparing location index for supplies, installing additional shelving, and rearranging stock; acute shortage of personnel in this unit has delayed completion of this work.
- All Agents were found to be available outside of official hours. uring November, 1952, there were 18 cases of tardiness per 100 employees in the Personnel Section; in remainder of Administrative ivision rate was 8 tardinesses per 100 employees. One Agent and 1 clerk (wife of Agent) tardy 4 times in November, all excused. Effective steps to reduce tardiness necessary.
- 9. On January 29, personnel of the Administrative ivision consisted of 23 Agents and 397 clerks. Twenty-three Agents plus two replacements previously requested adequate at present. Mr. Glavin indicated a requirement for 31 clerks to fill needs resulting from resignations and transfers out of Administrative ivision. When Bureau resumes recruitment of clerks, the needed personnel should be allotted.
- 10. Voluntary overtime of Agents for 3 months preceding inspection averaged 2 hours, 16 minutes per day, with reasonably equitable distribution among individual Agents.
- Il. Effective liaison has been maintained with Treasury Department, General counting Office, Dudget ureau, staff of Appropriations Committees of Congress and Joint Committee on Printing.

EVALUATION

Physical Condition and Maintenance Operations Administrative Operations Personnel Matters Contacts

Good Very Good Very Good Very Good

RECOMMENDATIONS

1. Mr. W. R. Glavin was placed on probation by Bureau letter November 10, 1952, because of delay in the Administrative Division in handling vouchers involving the Magnecord Corporation of Chicago. In view of the generally favorable findings of the inspection it is recommended that he be removed from probation.

Memorandum for the Director

- Mr. N. P. Callahan has also been on probation since November 10, 1952, because of delay in handling Magnecord vouchers. Such Matters are handled in the section for which he serves as Section Chief. In view of the generally favorable findings in matters under his primary jurisdiction it is recommended that Mr. Callahan be removed from probation.
- Mr. Hamie S. Johnson was placed on probation by Bureau letter November 24, 1952, because of delay in handling the Magnecord vouchers. He is upervisor of the Voucher Unit. Over-all the inspection findings indicate that he has done a very good job in organizing and supervising the Voucher Unit in 1952. There have been no recurrences since the Magnecord incident. It is recommended that Mr. Johnson be removed from probation.

	-
4.	was placed on probation by Bureau letter
November 24, 1952, because of	delay in the handling ot Magnecord vouch-
ers. He is Clerical uperviso	r of the Inventory, Procurement and Sup-
ply Unit which contributed to	the delay in handling the Magnecord b6
vouchers. There have been no	recurrences and the inspedtion findings b70
with reference to a	nd the unit for which he is primarily
responsible were generally fav	orable. It is recommended that
be removed from probation.	

NICHOLAS P. CALLAHAN Inspector - #1 Man Administrative Division EOD 3/4/35 Grade GS-16, \$12,000

ASSISTANT DIRECTOR GLAVIN

Mr. Callahan, #1 Man in the Administrative Division, has been my principal assistant for a number of years past. Mr. Callahan's primary responsibility is the handling of the budget material for the Bureau and also, he has over-all supervisory responsibility for the Legislative Unit, Supply Section, Procurement Section, Payroll Section, and the Voucher Section.

Mr. Callahan, in my opinion, has performed his duties in an exceptionable manner. He can be depended upon to do his best at all times. He has the knack of handling difficult work and developing good contacts throughout the various Governmental offices where we must do business. He is very favorably known in the Bureau of the Budget, Treasury Department, and such agencies. He has done an exceptionable job insofar as transportation facilities are concerned and his contacts are on the highest level both with airlines and rail transportation companies. He has been able to handle requests for accommodations which are almost impossible to secure at times.

He is particularly loyal to the Director and to the Bureau, and I feel he is an asset to the Bureau and particularly to this Division.

ASSISTANT DIRECTOR HARBO:

Mr. Callahan has been assigned to the Administrative Division for many years and, as a result, has a thorough knowledge of the workings of the division. He is well qualified for his present assignment as No. One Man of the division. The findings during the current inspection were favorable as to the division as a whole and as to the functioning of Mr. Callahan.

Bureau letter of November 10, 1952, placed Mr. Callahan on probation for delay by the Administrative Division in the handling of vouchers submitted by the Magnecord Corporation of Chicago. In view of the favorable inspection findings, it is being recommended that he be removed from probation.

Inspection Report
Administrative CD juision
Inspector R. T. Harbo
February 3, 1953

Letter to m. Callahan BEGORD D-12 2/24/53 MC 67-NOT BEGORD D-12

February Cs, 1953

Ur. Wicholas F. Callahan Federal Eureau of Invastigation Eachington, D. C.

Dear Ur. Callahen:

The Europa to pleased he edutes you that you are being removed from a probationary status,

Sincorely yours,

J. Edgar Hoover

John Edgar Esquer Director

7C ±	Ur. Glavin (Confidential)				
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MAILED 2 FEB 2 4 1953 COMM-FO

February 2, 1953

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

JAME	OFFICE	DATE	IAST INSPECTION	DATE OF LAST RECHECK	REASON
C.E. Weeks	Honolulu 2 Continued 1	1-12-52	10-28-52		Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage dis- closed during recent inspection.
1. Cornelius, Jr.	Salt Lake Cit Continued S Continued 10	9-11-52	10-11-52 (Philadel- phia Office)	Failure to bring about the necessary improve- ment in the criminal informant coverage of the Philadelphia Office.
R. B. Hood	Washington La Field	2-23-52	6-20-52		Because of gross breach of security which recently occured in connection with the Security Investigation involving b6 b7C
G. D. King	Indianapolis	10-7-52		Under inspec- tion as of 1-19-53.(Full inspection)	Delinquencies discovered during inspection of the Indianapolis Office.
R. N. Hosteny	Springfield :	10-30-52	10-1-52	**************************************	Delinquencies discovered during inspection of the Springfield Office.
G. C. Burton	Portland :	11-18-52	ll-1-52 (Denver Office)		Because of delinquencies discovered by Inspector Stein.

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ý• '9• Casper.	″nĕ <u></u> w ∖ Ha ∧eu	12-0-52	11+ (=52 <u>.</u>	 	discovered during inspection of the New Haven Office.
R.W. Wall	Miami.	12-19-52	12-11-52		Because of excessive delinquencies disclosed during inspection of the Miami Office.
L.V. Boardman	New York	1-16-53	12-18-52		Because of delinquencies discovered during inspection of the New York Office.

Respectfully,

W. R. Glavin

February 2, 1953

MEMORANDUM FOR THE DIRECTOR

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NALTE	TITLE	DATE	REASON
A. Rosen	Assistant Director	9 –11– 52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Penna.
W.R. Glavin	Assistant Director	11-10-52	Delay in handling vouchers.
N.P. Callahan	Number One Man in Administrative Division	11-10-52	Delay in handling vouchers.
J.E. Edwards	Assistant Chief of Personnel Section, Adminstrative Division	12-9-52	Because of not insuring that a subordinate Agent Supervisor had checked for a missing resignation letter in A Field Office Personnel File where it had been inadvertently filed.

Respectfully,

W.R. Glavin

January 5, 1953

MEMORANDUM FOR THE DIRECTOR

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NAME:	TITLE	DATE	REASON)
A. Rosen	Assistant Director	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Peninentiary at Lewisburg, Penna.	8 1A
W. R. Glavin	Assistant Director	11-10-52	Delay in handling vouchers.	*
I. P. Callahan	Number One Mannin Administrative Division	11-10-52	Delay in handling vouchers.	
J. T. Edwards	Assistant Chief of Personnel Section, Administrative Division	12-9-52	Because of not insuring that a sub- ordinate Agent Supervisor had shecke for a missing resigna- tion letter in a Fiel Office Personnel File where it had been in- advertently filed.	Ċ

Respectfully,

W. R. Glavin

REFERENCE FOR GOVERNMENT PROPERTY FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE



1-8,53

I certify that I have ///dd/ydd the following Government property for official use returned

Manual of Rules and Regulations #28

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOTHMARK OR WRITE ON IT OR MUTILATE. IT INDANY CWAY.

W. WOT RECOUNTRE

Yery truly yours,

N. P. Callahann SA

MR. GLAVIN

December 3, 1952

H. L. EDWARDS

INFORMATION CONCERNING STATUS OF BUREAU POSITIONS IN GRADE GS-16

Pursuant to your request the following information is submitted concerning the Grade GS-16 positions approved for the Bureau. You will recall that Grade GS-16 is one of the so-called super grades and has a base salary of \$12,000 per annum. All of the Grade 16 positions which the Bureau now has resulted from creation of the same and approval in our Appropriation Bill for the fiscal year ending June 30, 1953.

I. TOTAL NUMBER OF GRADE GS-16 POSITIONS IN THE BUREAU, INCLUDING VACANCIES

The Bureau recieved approval for 20 positions in Grade GS-16

II. DISTRIBUTION OF GS-16 POSITIONS AS BETWEEN FIELD AND SEAT OF GOVERNMENT

The Senate Report on our Appropriation Bill stated that 10 of the Grade GS-16 positions are for the Executive Assistants at the Washington headquarters and the remaining 10 are for the SACs of the larger field offices.

III. INFORMATION REGARDING GS-16 POSITIONS FILLED AND THOSE VACANT

(a). Seat of Government

Nine Seat of Government positions have been filled and one is vacant. Those filled are: Frank C. Holloman, Director's Office; John P. Mohr, Mr. Tolson's Office; E. D. Mason, #1 Man in Training Division; N. P. Callahan, #1 Man in Administrative Division; John J. McGuire, #1 Man in Records & Communications Division; Carl E. Hennrich and Leo L. Laughlin, #1 Men in Domestic Intelligence Division; E. Hugo Winterrowd, #1 Man in Investigative Division; D. J. Parsons, #1 Man in Laboratory Division. All effective 7/20/52.

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Memo to Mr. Glavin - (Continued)

(b)

Four field positions have been filled and 6 are vacant. A fifth field position had been filled by SAC Scheidt but he was demoted to GS-15 11/9/52.

The 4 field positions occupied are SAC R. D. Auerbach at Seattle, effective 7/20/52; SAC L. V. Boardman at New York, effective 8/3/52; SAC, R. B. Hood of Washington Field Office, effective 7/20/52; ASAC W. M. Whelan, Jr. of New York, effective 7/20/52.

IV. SUMMARY

One Seat of Government vacancy and 6 field vacancies in Grade GS-16 exist.



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

WASHINGTON 25, D. C.

Director Federal Bureau of Investigation United States Department of Justice Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

•			d neuerrorar						
Name_	MRS. Li	lliAN	P. CAll	PhAN.	Relations	hip W	FE_Da	te 12-15	5-2
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provic NAME	The foling \$1500	death ber	person is des perit to bene hank	ignated as n ficiary of g	ny beneficia agents kille Relations	ed in lin	the Chas. Se of duty.	teCORDER)-1 ¹
Addres	ıq	46		b	3		M	3r ,	
	5 DEC	19 195	Z DEC 18 19)	2 mis		Very truly	yours,	
		,	- 	15Z	0	M	Special Age	llahan nt	

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December 1, 1952

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presetly on probation:

Name	OFFICE	DATE	LAST INSPECTION	DATE OF RECHECK	LAST REASON
C. E. Weeks	Honolulu Continued	2-26-52 1 1 -12-52	10-28-52		Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during recent inspection.
→ G. N. — Willis	Norfolk	4-3-52	8-10-52	or ex 60 m on as	Delinquencies disclosed during inspection of the New Haven Office.
QA. Corn Melius,	- Salt Lake Jr.City Continued Continued	9-11-52	10-11-52 (Philadel phia Off		Failure to bring about the necessary improve-ment in the criminal informant coverage of the Philadelphia Office.
R. B. Hood	Washington Field	8 - 26-52	6 - 20-52		Because of the improper and unsatisfactory manner in which he supervised the investigation of the case entitled, Riggs National Bank, Larceny of Brinks Armoured Truck, Washington, D. C., August 25, 1952; Bank Robery Larceny."
E. A. Soucy	Knoxville	9-18-52	8-28-52		Because of lack of attention to communi-cations costs and excessive automobile operational costs within the Knoxville Division.

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	C. W. Brown	Cincinnati	9-16-52	8-31-52	Currently being re- checked 11-28-52	Delinquencies disclosed during inspection of the Cincinnati Office.
	W. A. Murphy	Charlotte	10-3-52	9-39-52		Delinquencies disclosed during inspection of the Charlotte Office.
•	G. D. King	Indianapolis	10-7-52	9-16-52		Delinquencies discovered during inspection of the Indianapolis Office.
	P. Wyly	Butte	10-20-52	10-20-52		Because of his exceptionally poor judgement in issuing a news letter to graduates of the FBI National Academy in Idao and Montana and particularly because of his unwarranted inclusion therein of the criminal record of an individual representing the Northwest Peace Officers Association.
	R. N. Hosteny	Springfield	10-30-52	9-30-52		Delinquencies discovered during inspection of the Springfield Office.
	E. Scheidt	Detroit	11-4-52	8-15-51	in an an in in in an an an	Because of his disregard of Bureau rules and regulations.
	G. C. Burton	Denver	11-18-52	11-1-52		Because of delinquencies discovered by Inspector Stein.
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SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

Name	<u>Title</u>	<u>Date</u>	Reason
A. Rosen	Assistant Director	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Pennsylvania.
W. R. Glavin	Assistant Director	11-10-52	Delay in handling vouchers.
N. P. Callahan		an 11-10-52 ative Division	Delay in handling vouchers. Respectfully, W. R. Glavin

Office Memorandum • UNITED STATES GOVERNMENT

TO

MR. TOLSON

DATE: November 7, 1952

FROM :

MR. GLAVIN

SUBJECT:

MAGNECORD, INCORPORATED

Chicago, Illinois Processing of Youcher

SYNOPSIS

alministration Div.

Under date of 10/28/52, the Comptroller, Magnecord, Incorporated, in communication to Attorney General requested payment of certain vouchers previously forwarded to the Department covering purchases made by the Bureau. Responding to the Director's inquiry as to the details of this matter, check reflects that a voucher totaling \$16,598.90 was received Administrative Division, Department of Justice 8/6/52, received Administrative Division, FBI, 8/7/52. Voucher processed by Property Unit 8/8/52, forwarded to Voucher Unit and not received there until 9/29/52. Location of voucher during interim cannot be determined. Voucher returned to Property Unit, Administrative Division 10/3/52 for further processing and to determine accuracy of billing. Proper billing determined through checks made with Department 10/29/52. Voucher immediately processed for payment and voucher forwarded to Treasury. Check mailed to Magnecord 11/5/52. Recommend letters of censure to Inspector N. P. Callahan, who has over-all supervision of this unit of division, who has charge of Property Unit. Suggested communication to Magnecord attached kareto. Letter of censure also recommended for Special Agent J.S. PURPOSE

To answer the Director's inquiry, "What about this?" predicated upon letter from Magnecord, Incorporated, Chicago, Illinois, to the Attorney General, wherein the company points out they have received no reply to a letter they addressed to this Bureau on 10/2/52 and requesting information as to approximate date payment will be made on bills submitted in connection with articles furnished this Bureau.

BACKGROUND

On 12/14/51, a purchase order was issued by the Administrative Division of the Department of Justice to Magnecord, Inc. Properted, for the purchase of portable recording unit and subsidiary equipment tataling \$21,848.52. This action was predicated upon a requisition forwarded to the Department dated 11/30/51, number 2387.

WRG: mmo

Attachments (3)

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Memo to Mr. Tolson (Continued)

Partial delivery on the articles ordered was received in this Bureau on 7/3/52, and thereafter articles were received intermittently until 8/11/52 when the last units ordered were received. A partial billing was submitted by Magnecord, Incorporated to the Bureau, same having been received on 8/8/52 in the Administrative Division and a check in payment drawn in the amount of \$5,030.50 went forward to Magnecord, Incorporated from the Treasury on 8/20/52, On 8/6/52 the Administrative Division of the Department of Justice forwarded to the Administrative Division of the FBI a voucher in the amount of \$16,598.90, which was received in the Administrative Division of the FBI, according to the time stamp thereon, on 8/7/52. It is in connection with this latter voucher that the Magnecord corporation is presently inquiring of the Attorney General.

CURRENT DEVELOPMENTS

On 10/31/52 the Attorney General forwarded to the Director a communication received from Howard O. Ullman, Comptroller of Magnecord, Incorporated, dated 10/28/52, wherein Vilman stated that Magnecord was somewhat pressed for money at that time and anything that could be done to expedite payment of the enclosed invoices would be greatly appreciated. Ullman referred to letter of 10/2/52 concerning the same matter. The invoices totalled \$25,952.90.

In checking into this matter, it was determined that the total amount due the Magnesord company was \$16,598.90, rather than \$25,952,90, since there had been duplicate billing by the Magnecord company, which duplicate billing had been brought to the attention of the Magnecord representative in Washington. In checking into the receipt of a letter from the Magnecord company dated 10/2/52, it was ascertained that this letter had not been received by the Bureau but had been received by the Administrative Division of the Department and retained by them even though it was addressed to the FBI. Department of

Justice we should speak to the proper person in the Department about this For information purposes, all orders of this type are placed through the Procurement Section of the Administrative Division of the Department of Justice and when bills are received for payment for such purchases they must clear through the Procurement Section of the Administrative Division of the Department of Justice so that the Department of

Memo to Mr. Tolson (Continued)

Justice records can be clearly. In any instance where there is any question concerning a voucher it is returned to the Department for handling and discussion with the purchaser since the purchase commitment for the Department of Justice was made by the Procurement Section of the Administrative Division of the Department of Justice.

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- 3 -

Memo to Mr. Tolson (Continued)

voucher was then again sent to the Voucher Unit. It was audited and processed for payment on 11/5/52. Check was forwarded by the Treasury Department to the Magnecord company on that date.

Of collateral interest in this particular matter the voucher identified in the Magnecord letter as 23078 for an amount of \$9354, had been questioned by our Voucher Unit, and it was ascertained that this voucher was a duplicate billing. The local representative of Magnecord, Incorporated was advised on 10/31/52 of the duplicate billing in this regard and the attached suggested letter to Magnecord also includes this information therein.

No further monies are due to Magnecord at this time for the orders in question.

CONCLUSIONS

In reviewing this matter it is noted that the voucher in question for \$16.598.90 was received in the Department of Justice early in August, was received in the Bureau on 8/7/52, and was sent to the Voucher Unit on 8/8/52. It apparently became misroyted since we cannot pick up where the voucher was from 8/8/52 until 9/29/52 when it was received in the Voucher with The Voucher Unit auditors saw the need for revised detailed billing and returned it to the Property Unit of the Administrative Division on 10/3/52. From 10/3/52 to 10/20/52 an employee who has since resigned had endeavored to get this voucher straightened out with the Procurement Section of the Administrative Division of the Department of Justice. He brought it to the attention of the head of our Property Unit, on 10/20/52, who immediately took hold of the voucher, had the necessary corrections made and had it cleared up and okayed so that it could be audited and paid on 10/29/52. took it upon himself to look into a duplicate billing and advised the Magnecord representative in Washington of such duplicate billing.

There was an unwarranted delay in the handling of this voucher and we have been unable to ascertain where the voucher was between 8/8/52 and 9/29/52. From all checks made it was ascertained that the voucher was not in the Administrative Division during that period of time. There was an unwarranted delay from 10/3/52 to 10/20/52 when thock this voucher and had the appropriate corrections made.

This is a more appropriate corrections.

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Memo to Mr. Tolson (continued)

The Voucher Section was also culpable in this regard since the Voucher Section should have followed this voucher after it had been delivered to the Property Unit for revision. Had the Voucher Section done this, it would have been clear at an early date.

RECOMMENDATIONS

In view of the delay experienced in handling this particular voucher. I have instructed:

- 1. That the bi-weekly check in the Property Unit be revised to a weekly check;
- 2. That the Voucher Section closely follow any vouchers returned for correction.

These measures have already been instituted.

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	PERMANENT BRIEFS OF PERSONNEL FILES OF N. P. CALLAHAN, AND J. S. JOHNSON ARE ATTACHED	
	Jagnee - also Inspection Division 11-7 should see whether with above system is	
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4	canamed. The whomigher I loud front in	
gr	Monther Division. I mong. White Miller - 5 - mong. White	

AGENTS AT SEAT OF GOVERNMENT PRESENTLY ON PROBATION

NAME

INSpections GENERAL

Nicholas P.W Callahan

Number One Man in the Administrative Division

10-2-53 In view of his failure to carry out instructions given him by Mr. Glavin on the evening of 9-30-53, to arrange for servicing a piece of essential operating equipment in the Director's office.

John J McGuire

Number One Man in the Records and Communications Divi10-12-53 In view of the treatment in which he accorded Bill Hutchinson of the International News Service when he tried to reach him by telephone on Friday afternoon, 10-2-53, in connection with a request which he had previously made through Mr. Nichols for certain information relating to a story on Beria which he had to prepare for the following Sunday.

Chief, Crime Statistics Section. Records and Communications Division

10-29-53 In view of the inadequate supervision he afforded the matter in sequencing a list of currency serial numbers being prepared in the Crime Statistical Section.

DIVISION FOUR

Robert E. Wick

Supervisor, Assigned to 10-19-53 Poor judgment in answering a Mr. Nichols Office

telephonic inquiry from an individual in Cincinnati regarding the policy of the Bureau toward the dissemination of information contained in its files.

Communications Division

Supervisor, Records and 10-19-53 Unsatisfactory manner in which he handled a recent telephonic inquiry from a representative of a Cincinnati newspaper regarding the Bureau's policy in disseminating information from its files.

RECORDED

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67-030-1925	
Numbered 158	
12 NOV 30 1963 FEOSTAL BUREAU OF INVESTIGATION	

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mas Glavin
Wirbo
Mr Rosen
Mr. T - v
Mr. Mohr
Mr. Trotter
Mr. Winterrowd
Tele, Coon
Mr. Holloman
Miss Gandy

Orson Frank Myers, Jr. Supervisor, Investigative Division	10-16-53 Largely responsible for the issuance of an erroneous press release in connection with the kidnaping case involving and
---	---

Richard J. Gallagher Supervisor,

Investigative Division 10-16-53 Delay which occurred in advising appropriate Bureau officials of the fact that the fingerprints of one of the subjects of the Grenap case were not identical with those of an individual who has a criminal record.

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Respectfully,

W./R. Glavin

O Inspections General

November 3, 1953

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MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

Mr. Pharenowl T. U. Roein Mr. Halloman Miss Gamiy

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK
C. E. Weeks		2-26-52 11-12-52 4-10-53	4-9-53	

(Inspection began 11-2-53)

X Honolulu Inspection

Because of the improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of the criminal informant coverage disclosed during the inspection of the Honolulu office dated 10-28-52. Because of his poor judgment in connection with the posed pictures of SAs which

REASON

appeared in the Honolulu press.

R. N. Hosteny

Springfield 10-20-52 5-15-53 Continued 3-10-53

Continued 6-4-53

Continued 9-23-53

(Inspection began 10-29-53)

X-Springfield Inspection

67- 030 - 1921

Searched Numbered .../5./

13 NOV 9 1953

Because of the delinquencies discovered during the inspection of the Springfield office dated 10-1-52. As a result of the inspection findings of 2-12-53 in regard to the continued weak coverage of security and criminal informants. Because of other administrative action taken against him by the Bureau, not characterized as inspection findings. Inspection findings not good enough and have not shown sufficient progress to justify removing SAC from probation.

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	D.	s	/ Hos	te
	J.	K	Mun	nſ

11-1-53 Louisville 8-3-53 Continued

(Stein will expedite his report)

XLouisville Inspection

stetter

Newark Continued 4-14-53 9-29-53

(Findings will be delayed until return of Hostetter from Kansas City Kidnaping so his explanations can be included in the report)

X Boston Inspection

umford

Dallas

4-22-53 4-21-53

(Inspection began 10-27-53)

XDallas Fio.

A. Cornelius, Jr. Salt Lake

5-4-53

(Next on list of Inspector Nugent)

Because of the delinquencies and weaknesses discovered during the inspection of the Louisville office dated 3-17-53. In view of the slight improvement over the results as brought forth during the March, 1953, inspection.

Because of the delinquencies discovered during the inspection of the Boston office dated 3-11-53. Because of his failure to properly supervise the case and because of the Indiscreet remarks made by him before the peace officers meeting resulting in unfavorable publicity.

Because of an incident which occurred on the afternoon of 4-10-53, when an Agent of the Dallas Office attempted to apprehend

a Fugitive Deserter.

Because of his failure to promptly notify the Bureau concerning the loss of a surveillance

by Agents of the Salt Lake City Office.

3-6-53 10-2-53 ---- 7-16-53

10-29-53

XSavannah Div Inspection

D. K. Brown

Albany 6-22-53 10-18-53 -
(Inspection by Williams indicated favorable progress and memo dated 10-29-53 recommends removable from probation)

R. J. Abbaticchio Philadelphia 7-8-53 10-23-53 --- (Report being prepared)

H. G. Foster /Cincinnati 10-14-53 12-6-52 ----

Because of the unsatisfactory manner and inexcusable delays which
occurred in connection
with the investigation
by the Savannah Division
of the Civil rights
matters involving

Jr., due to the recent inspection of the Savannah Office dated 7-3-53. Because of his failure to bring operations of the Savannah Division up to the proper degree of performance.

Because of poor contacts discovered during inspection of the San Francisco Division dated 5-27-53.

Because of the recent failure of the Phila.
Division to locate

Smith Act subject.

In view of his furnishing to a municipal officer certain written data pertaining to an employee of the city of Cincinnati. b6 b7C

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

DATE

NAME

TITLE Number One Man in the 10-2-53 Administrative DiviREASON

In view of his failure to carry out instructions given him by Mr. Glavin on the evening of 9-30-53, to arrange for servicing a piece of essential operating equipment in the Director's office.

Number One Man in the Records and Communications Divi-

10-12-53

XRecords Section

In view of the treatment in which he accorded Bill Hutchinson of the International News Service when he tried to reach him by telephone on Friday afternoon, 10-2-53, in connection with a request which he had previously made through Mr. Nichols for certain information relating to a story on Beria which he had to prepare for the following Sunday.

Respectfully,

Standard Form 88
(Rov. Aug. 1850)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-21

OREPORT OF MEDICAL EXAMINATION

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December 9, 1952

PERSONAL & CONFIDENTIAL

lir. Nicholas P. Callahan Federal Burcau of Investigation Washington, D. C.

Dear Mr. Callahan:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Laryland, on November 20, 1952

This report reflects that you have no disqualifying physical defects.

The electrocardiogram afforded you in this connection was within normal limits.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

Ec. Moorer John Edgar Hoover

Director

Mr. Glavin

1952 DEC 9 MAILED 19

November 18, 1952

				ME	ORANDUM FOR	THE DIREC	TOR.	
		m _i .		a			1/1	, P. Callahan
4			· IOTTOM	ing Special	Agents in C	harge are	present	ly on probation:
721-0	<u>NA</u>	ME		OFFICE		LAST INSPECTEON	DATE LAST RECHEC	and the second s
AI, FILED IN 67-030	! !		.WEEKS	HONOLULU Continued	2-26-52 11-12-52	10-28-52	, , , , , , , , , , , , , , , , , , ,	- Improper supervising of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during recent inspection.
CRIGINAL	Ģ.	Ņ,	Wilļis	Norfolk	4-3-52	8-10-52		Delinquencies dis- closed during inspec- tion of the New Haven Office.
	Α.	Cor Jr.	ņeliųs,	Salt Lake City continued continued	7-8-52 9-11-52 10-27-52	10-11-52 (Philadel phia Of		Failure to bring about the necessary improvement in the criminal informant coverage of the PHiladelphia Office. b6
	R,	B, ,	Hood	Washington Field	8-2 <u>6-5</u> 2	6-20-52		Because of the improper and unsatisfactory manner in which he supervised the investigation of the case entitled. Riggs National Bank, Larceny of Brinks Armoured Truck, Washington, D. C., August 25, 1952; Bark Robbery Larceny.
بالمستعمد			Soucy DEC 9	Knoxville	9-18-52	8-28-52 -	• • • • • •	Because of lack of attention to communications costs and excessive automobile

				operational costs within the Knoxville Division.
C. W. Brown	Cincinnați	9-16-52	8-31-52	Delinquencies dis- closed during inspec- tion of the Cincinnali Office.
W. A. Murphy	Charlotte	10-3-52	9-20-52	Delinquencies dis- closed during inspéc- tion of the Charlotte Office.
G. D. King	Indianapoļis	10-7 - 52	9-16-52	Delinquencies dis- covered during inspec- tion of the Indianapolis Office.
P. Wyly	Butte	10-20-52	10,-20-52,	Because of his exceptionally poor judgement in issuing a news letter to graduates of the FBi National Academy in Idaho and Montana and particularly because of his unwarranted inclusion therein of the criminal record of an individual representing the Northwest Peace Officers Association.
R. N. Hosteny	Springfield	10-30-52	· 9-30-52	covered during the inspection of the Springfield Office.
E. Scheidt	Detroit	11-4-52	8-15-51	- Because of his dis- regard of Bureau rules and regulations.
SEAT OF GOV	ERNMENT OFFICI	ALS (INCLUD	ING SECTION C	HIEFS) ON PROBATION

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NAME,	TITLE	<u>Date</u>	Reason
A. Rosen	Asst. Director	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Pennsylvania.

W. R. Glavin Asst. Director

11-10-52

N. P. Callahan Number One Man 11-10-52 in Administrative Division Delay in handling vouchers. Delay in handling vouchers.

Respectfully,

W. R. Glavin

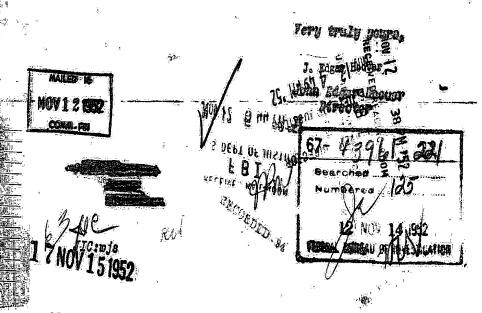
Ar. Stokolos P. Gallakan Pederal Durenu of Investigation Scokington, D. C.

Door Br. Callahen?

THE WAR

I have reviewed the explanation substitted concerning the extreme delay in pressenting a voucher for paparat to Englacerd, Incorporated, Chicago, Illinoto, and I mant you to know that I can find absolutely no justification or mittigation for the improper may in which this waveher me dealt with he you know the delay was no great that an officer of the creditor communicated with the Attorney General requesting his assistance is obtaining payment.

horomed to you have over-all expervision of the employees the were obviously of fourt in this instance, I am holding you personally responsible for their failures, and accordingly you are being placed on probation. Machineling of and item still not be talerated and I wish to impress upon you that I will take whatever ordine to necessary to bring them to an and.



OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO

* DIRECTOR, FBI

9-29-52 DATE:

FROM

: SAC, Dallas

SUBJECT : OVERTIME PAY

ATTENTION:

Training and Inspection

Division

ReBulet 9-23-52.

Chief Clerk, Dallas, advises that during the first Chief Clerks! School the specific question was asked by someone in attendance whether a Saturday should be compensated for by overtime pay or compensatory leave. Her notes reflect the following: "Will be paid for non-work day Saturday if on night, or other special shift (skeleton)."

that there is a possibility It is pointed out my L of a misconception of the instructions in this instance, due to the fact that the statement was made at the time the Bureau was operating on a voluntary 48-hour basis. However, she does not recall, nor do the notes reflect, that there was any restrictive statement made to indicate the quostion applied only during the operation of a voluntary overtime be period.

The above notation appears in her notes regarding comments made during the last lecture of Inspector NICK CALLAHAN. recollection, however, that Inspector NAUGHTEN and possibly others were present at the time, acting as a panel, and she does not clearly recall which one answered that particular inquiry.

The last inspection of the Dallas Office was conducted May 26, 1952, which was subsequent to the termination of the above referred to voluntary 48-hour work week. Certain overtime work was necessary on the part of clerical employees during that period. In view of the above statementat the advises me she inquired of Chief Clerks School, L Inspector W. G. SIMON whether her understanding of the instruction was correct, and her understanding of his reply was to the effect that such was the case but that he would not advise requesting pay for Saturdays worked before 7-1-52, in view of the fact that the Bureau was endeavoring at that time to curtail expenses because of the shortage of appropriation funds.

JKM:FB U U NOV 18 1950

DL Letter 9-29-52 Re OVERTIME PAY

This matter came up in a general discussion at a time when there were a number of people in the SAC's office, including the Inspector and several of his aides. At the time there were several conversations going on in the office, as it was not a part of the formal inspection procedure, and consequently I have no recollection personally of the particular comments.

As indicated in my previous letter, it was my general recollection that it was optional for the employee who had engaged in ordered overtime to request either compensatory leave or overtime pay, or contribute the time worked as voluntary overtime.

As a matter of custom, such overtime work, when claimed, had been compensated for my compensatory leave in all instances to my best recollection in offices where I had been SAC. However, since ______ notes showed she had received such advice at the Chief Clerks! School and she had been so informed by a member of the inspection staff here at Dallas, I did not question the overtime pay requests when they were submitted.

In view of the Bureau's present financial situation, any overtime necessary will hereafter be handled on a componsatory leave basis.

ADMINISTRATIVE DIVISION

Room 5517 - Ext. 333

TO:	
Mr. Glavin	Budgetary Unit
Mr. Beaver	Cartographic Section
Mr. Callahan	Leave_Unit
	Statistics Sec.
<u></u>	Movement Unit
Mr. Clark	Payroll Unit
Mr. Davidson	Personnel Records
Mr. H.L. Edwards	Supply Unit 5524
Mr. J.E. Edwards	Stock Room B-118
Mr. Gauthier	Inventory & Prop.
Mr. Gunsser	5525
Mr. Harris	Vocation Recid Unit
Mr. Hereford	Voicher Unit
Mr. Hyde	b6 b7c
Mr. Ingram	
Mr. Johnson	
Mr. Leishear	
Mr. Mac Lennan	
Mr. Masse	Mr. Jackson
Mr. Nally	
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	W. R. GLAVIN

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D.f.a	Form prescribed by
	Comptroller General, U. S.
	November 7, 1950;
	General Regulations No. 88
	(Amended Feb. 20, 1952)

OTRAVEL VOUCHER O

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(Amended Feb. 20, 1952)	88	•		Bu. Vou. No.	·
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I recommended that Section Heads at the Seat of Government be reallocated to Grade GS 15 and Unit Heads to Grade GS 14.

O Mr. Glavin is now in GS 17. His Number One Man, Mr. W. P. Callahan, is in GS 15. I think the position of Number One Man so should be in GS 16.

Director notation "O.K."

(Excerpt from 67-02-3138)

er - Not Recordin

PREIPT FOR GOVERNMENT PROPERTY PERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

P-15-52

I certify that I have received the following Government property for official use:

New Commission Card with case # 86 Insp.

RETURNED

Old Commission Card with case # 86 Insp.

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE OIL IN ANY WAY.

Very truly yours,
Nicholas P. Callahan
Special Agent

20 AUG 19 1952.

Room 5517_				<u> </u>	N 3-71 1952
Telephone	333		77	25	
To:	.			-	
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ÉNCLOS	URE	,	T.T D	CTAVIN	

UNITED STATES GOVERNMENT Mr. Glavin FROM N. P. CallahanA DELAY IN FORWARDING MAIL TO RECORDS SECTION SUBJECT: Reference is made to your request for an explanation of the delay in forwarding memoranda from myself to you dated April 24, 1952, and May 21, 1952 respectively, both concerning an audit of Appropriation Limitations Accounts by a representative of the General Accounting Office. the General Accounting Office representative making the survey, reappeared at my office on June 13, 1952, and was furnished the documents refered to in my memorandum of May 21, 1952. He thereafter made his survey; which lasted several days. At the close of survey, he stated that he would write up his report in rough-draft and let me have a copy. He has contacted me several times since then to clear up questions in his mind concerning our procedures, but he has not completed his report. I last heard from him July 18, 1952, at which time he stated that he had not yet finished writing his report because he had to work on another project, but would let me hear from him soon. These memoranda were being held in the hope of being able to close this matter out with a copy of the report, which it appeared would be forthcoming in a day or two after each call.

In view of sremarks on the 18th of July, it was apparent the date of receipt of the report was uncertain and the memoranda were released for filing and a tickler set up for the completion of this matter. Every effort will be made in the future to avoid delay in getting material into the files. Misky acts FEDERAL BUREAU CIDINVISTICATION WCJ:rmd ENCL.

July 14, 1952.

ur. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Mr. Callahan:

I am indeed pleased to advise you that you are being removed from a probationary status and promoted from the position of Inspector, \$10,000 per annum in Grade US 15, to the position of Inspector, \$12,000 per annum in Grade US 16, effective July 20, 1952.

For your information, this promotion is temporary in accordance with Public Law 4843, approved September 27, 1950.

Gincerely yours, J. Edgar Hoover

CC - Mr. Glavin

CT*DW

89 JUL 24 1952

In The

STANDARD FORM 50 SUNITED STATES CIVIL SERVICE: COMMISSION OCTOBER 1936

EDERAL BUREAU OF INVESTIGA WASHINGTON 25, D. C.

FORM APPROVED BUDGET BUREAU NO. 500 8064

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MR NICHOLAS Y CAC	LAK	141		F.B.I. 1485	15	
M. TOUTH P. CHINEST		12-25-13		1605	7-2-5-52	\dashv
This is to notify you of the following action affecting your emplo	yment:	6. EFFECTIVE	DATE	7, CIVIL SERVICE OR OTH	ER LEGAL AUTHORITY	
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MEMORANDUM FOR THE DIRECTOR,

The following Special Agents in Charge are presently on probation:

NAME	OFFICE DATE	LAST DATE OF INSPECTION LAST RECH	ECK REASON
J. E. THORNTON	St. Louis 9/5/51 Continued 1/4/52	4/28/52	Delinquencies disclosed during inspection and because of delinquencies during recheck inspection of the Boston Office.
C. E. WEEKS	Honolulu 2/26/52	1/19/52	Improper supervision of a security investigation in the Honolulu Division.
G. N. WILLIS	Norfolk 4/3/52	2/16/52	Delinquencies disclosed during inspection of the New Haven Office.
A. F. LORTON	Houston 4/19/52	4/11/52 5/16/52	As a result of an in- spection of the Houston Office made by Mr. Brown regarding a Chief Clerk giving wrong information regarding a check she made
S. K. McKee	Newark 5/15/52	և/29/52	on office ticklers. Inequities in assignment of work and unusually low overtime.
SEAT OF	GOVERNMENT OFFICIALS	(INGLUDING SECTION CHI	EFS) ON PROBATION
NAME	/ TITLE	<u>DATE</u> <u>REA</u>	<u>SON</u>
CALLAHAN, N. P.	Inspector (#1 Man)		per supervision of ce Awards
		Respe	ćtfuliy,

W. R. Glavin

EDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

P, V CC-5a

10-6-51

I certify that I have received the following Government property for official use returned//

Remington Portable AT 2172462

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READ

The Government property which you hereby acknowledge of scharged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE

IT IN ANY WAY.

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Very truly yours,

N. P. Callahan

RELIPT FOR GOVERNMENT PROPERTY FLARAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

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I certify that I have received the following Government property for official use:

RETURNED

INSPECTOR'S MANUAL # 105 (Issued May 21, 1945)

CHECK ONE:

Destroyed in Field Office Returned to Bureau

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READ

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1 JUN Er e

The Government property which you hereby acknowledge is charged to you and you are responsible for taking cane of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

WAG PER

Very truly yours.

N. P. Callahan

June 16, 1952

Mr. Nicholas P. Callahan Federal Lureau of Investigation Washington, D. C.

Dear Mr. Callahan:

It has been necessary to bring to your attention on two occasions recently circumstances which have compelled the Eureau to censure and to place on probation employees under your supervision for the improper manner in which they propared a list of persons eligible for Ten-Year Service Awards. Escause of your improper supervision of this project you were also placed on probation.

A further check has revealed that in addition to the errors previously discovered these employees are also responsible for improperly computing the date on which a third employee entered on duty. As a result of this error, the Eureau was once again unable to honor an employee on the tenth anniversary of his entrance on duty with the Federal Eureau of Investigation. It not only appears that you failed to set up an effective system which would enable these employees to handle this work accurately, but it also is obvious that you did not afford them the proper instruction and supervision in the performance of their duties.

The Euroau expects that the errors and derelictions which have been discovered in the handfing of this particular project will not be repeated by youk in the performance of the other duties which fall to an employee of your rank in the Euroau.

COMMARJI JUNI I TIECO MAILED 20

Tracy

AC WARD TOWN Truly Aona's Town Edgar Hoofor St. MA 24 8 May Director

ce: I'r. Minvin (723)

Mr. Glavin

June 16, 1952

Director, FBI

itcholas p. Callahan

b6 b7C

There are enclosed for delivery to the captioned employees letters of censure in connection with the employees computation of the entrance on duty date of Epocial Agent of the Newark Division, as a result of which it was not possible to honor on his tenth anniversary with the Eureau. These employees have already teen twice consured and placed on probation for errors in this project. In addition, they have been removed from this type of work.

Copies of those letters are enclosed for your information.

-	Jun 17	S. DEP	<u>*</u>
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CC; Personnel files of Mr. Callahan, TFR:mmc	752	88	ECTOR
TFR: mmc tolson tadd Nictrols Belmont Clegg Olavin	Magar		
Clegx Olavin Harbo Rosen	N. J.		
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June 6, 1922

Mr. Nicholas P. Callahan Federal Bureau of Investigation Fashington, D. C.

Bear Er. Callakent

In you know, it was recently necessary to censure employees under your supervision for the improper namer in which they prepared a list of persons eligible for ten-year service cuerds. On that perticular section, it was observed that the name of an agent aligible for such award was emitted from the list, thereby making it impossible for the lureau to honor this sea on the tenth analygramy of his entrace on duty with the lureau.

It now expects that the name of a second employed has been omitted from the list. Obviously you have failed to set up an effective system designed to provent errors of this kind in the hendling of this assignment. Moreover, you have not afforded this project the supervision which it deserves so as to make certain that errors of this kind would not occur. As a result of your failure to properly supervise this project, you are being placed on probation.

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Leave (Confidential)

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Ur. Glevin

June 10, 1952

H. L. Edwards

丟 JUN 30 1952/小

Special Agent Newark Division Tenth Anniversory -Service Award Letter b6 b7C

IN P. C. ILLES

You will recall that under date of June 3, 1952, the In-spector recommended that the completion of the master index for service cward letters be expedited and completed as soon as possible. Further, that the supervision of service award matters be transferred from your office to the Personnel Section and that a monthly spot check be made of the master index. These recom-mendations were approved by the Director with instructions that they be carried out immediately and that the personnel responsible for the errors in the post he removed from this work.

1.	In compliance with the Inspector's recommendations and the	
1_	- Timpolowie instructions, these matters acue desa expedited. IA	
*	entioning the instructions, one of the clerical employees also	_
-	concred coother error in computing the EUD date of DA	
T g		
-	gifter on cnd on was appointed	
_	to the position of Engala Agent. In reviewing the Dersonnel fil	e
₹ 1	ne sa the clerical employees doing the work failed to note	
1 1	- that the file contained two cover secets. OPC SHOWING WALL 18	d.
	services as a Fingerprint Classifier, and the other showing his	45
	services as a Special Agent. In error, SA 8 EOD date was	4
4	listed as instead of As a resul	U
*	of this error, the name of SA was omitted from the	
	anniversary list.	
-a-r	The clerical employees involved in this error are	
	and All of these on-	
Tolson	ployees are presently being censured and placed on probation as	
Ladd	a manula of the error made in computing the LUV date of the Lemuel	1
Michols Belmont	W. Kerr. These employees regret this error very much, and each	
Cless	has submitted a memorandum of explanation.	
Qiavin Karbo		
Rojen		
Tracy	CC: Personnel files of	
Mohe		
Teles Ras	ILE: fob of	
Bolloman E.	HIM JA AZALA!	

Mano to Er. Glavin - (continued)

It to to be noted that this error was not called to the Bureau's attention by the LAC or by Male and that the error was actually discovered in the unit handling three matters. We are doing querything possible to capedite the campletion of the most or index in order to eliminate errors of this nature. It is also to be noted that this particular errors we made prior to the transfer of these natures to the Personnel Lection. In addition, now employees have been expected to process service chart anteres and are being trained as fast as possible in the correct procedures. From Counts has been relieved of the supervision of this work and is precently essisting in the work until the employee who have replaced her is thereughly familiar with the work in question. These matters will be given careful supervision.

D. Co. W. H. H. HIN

Indocuch so each of the employees mentioned above to presently being placed on probatio. for a similar error, it is felt that no additional achinogrative detin chould be taken against than at this time.

A :	carvide	arard Ici	tr dated			eddresse	ed to an
		📘 is att.	ched for e	ושטכיוכבי	l. In	ccattion,	a personal
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The permanent briefs of three capleyees were not available at the complete n of this acceptantum.

Attechmento (2)

candy_

b6 b7C

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I am not in agreement with the recommendation of Mr. Founds in this case. This error occurred during the parties of time the appareision of this work was under the control of Mr. Callahan. I feel that even though the four employees involved. Mr. Callahan,

have recently been concurred and placed on probation for an error — is the came regard, it is folt that additional lett re of censure — should be sent to then at this time.

In connection with this error, I have talked to all of the many employees involved. The two young ladies who made the original war check stated that they did to beyond the original cover chect and the cannot cantain how the original on duty date of

, (i ____

Mr. W. R. Glavin

June 6, 1952

Director, FBI

CONFIDENCIA

SA NÍCHÓLAS P. CALLIHAN

b6 b7C

There are enclosed for delivery to the captioned employees letters of censure and probation in connection with the omission of a name on a list of employees eligible to receive service awards as a result of this omission, the Bureau is unable to honor this employee on the tenth anniversary of his entry on duty with the Bureau. This is the second instance of a failure of this kind within a short period of time. Consequently, these employees should be removed from this work. Copies of these letters are also enclosed for your information.

You should closely supervise the work of these employees and at the expiration of 90 days, you should submit special performance ratings together with your recommendation as to whether they should be removed from probation.

Enclosufes (8)

TER: fsb

HOLO THE COLUMN TO THE PARTY OF

4 JUN 281952

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Addendum (convinued)

bdo overlooked. Accomptructing this matter, it especia very definitely to no that they took the case reflected in the caver object in this employee's file, the file establed heroto, enouing his entrance on "As date as he agent and old not to beek further to determine the the his been a clerk prior to that t me. It exuld be cald that the re chauld have been come notation on the original eguer chook to the effect th t he had been a clera in the lureau but this has not been done in the past and is not being brought out as any excues for this particular case. The persons griparily responsible for the error are Uise Clinedings and his. King. They were not assigned regularly to this work but were designed when we were taking the full year cheek and they will not be addigned to any such work in the future. They have not been applyined to this work since Rovember 12, 1851, when the initial check of the records was completed by thom. Ero. Counte, of course, must best the reorgnativility for this error even though it was not bipdoted that the ga blok and personally rechest every file. was her repronoshility to see that the core was sine right. The cond holds true for ir. Callchen.

I have a new group of caployees cheeting on all of the plat records cot up in connection with this matter and if we have any a re instances such as this they chould be prought to light in the immediate future.

I dis corry that these errors scourred. I felt that the necessiony cafeguard had been out up to procent such errors. It makes no heartstok to pee things like this esne up and if it is humanly you thin to do so in the future, they will be eliminated.

Tiligo

r. I. Nouth

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Memorandum UNITED STATES GOVERNMENT

R. XGlavin

SUBJECT: CONFIDENTIAL NOUCHERS

administration Pension

I am attaching hereto a memorandum addressed to me by SA Supervisor J. S. Johnson concerning the loss or misplacement of 9 confidential vouchers and blue slips. It will be noted from Mr. Johnson's memorandum and Mr. Callahan's addendum thereto that every possible step is being taken in an effort to locate the vouchers in question. I am of the belief that these vouchers, which come to my office in an envelope, if they were delivered to my office. may have been destroyed with confidential trash which is received in the same type of envelope from other sections of the Bureau, the Security Patrol employees burning this confidential trash each evening.

I am particularly regretful of this matter since for the first time in all of the years I have been here this is the first loss of such a voucher. I feel that it was due to multiple handling necessary of these vouchers since the Voucher Section is located in the Identification Division Building. We have put in added safeguards and are hopeful that no such losses will occur in the future. We are continuing to exert every effort to locate these vouchers. Johnson, the Supervisor of the Voucher Section who submitted this memorandum to me, has done an outstanding job. He took over an almost impossible task from the Department with very little notice and with new employees and today our voucher situation is better than ever before in the history of the Bureau so long as I can remember. He is particularly careful in the handling of all voucher matters. I feel that these vouchers were misplaced after they reached this building. I do feel, however, that Mr. Johnson, Mr. Callahan and myself should be censured for the loss of the vouchers in question and I so recommend.

RECORDED - 11 Briefs of the files of Johnson and Callahan are attache Numbered

hereto.

Attachment WRG:cr

Milina To Ymi

MEMORANDUM FOR

I have read the attached memorandum prepared by Mr. Edwards to Mr. Glavin dated June 5, 1950, concerning a previous memorandum of June 2, 1950, dealing with an episode in which were involved former SAC Good and Agents House and Jones.

MR. TOLSON MR. GLAVIN MR. MOHR

I note on Page 2 that the statement is made "When the requirements for resident agents were made more stringent, it was provided that agents already I certainly did not understand that any such proviso was made that would continue as a resident any agent who did not measure up to the requirements for resident agents. Certainly it woul seem to me that an agent upon whom an SAC had reported that he lacked ability to keep a volume of cases moving and in a current status was not the type of man to be continued as a resident, and from the above quotation I would gather that someone here approved the retention, as resident agents, of individuals who did not necessarily meet the stringent requirements set for resident agents but whose services might be garranted in such positions. I would like to have the facts concerning this provision. I had been under the impression that I had made myself clear that I did not want anyone serving as a resident agent in any place who did not measure up to the requirements for a resident agent. I certainly never intended that any so-called pensioners or agents who might be lacking in certain qualifications would be continued as resident agents as an exception to the rule:

I noted also on Page 2 the explanation as to why former Assistant SAC James Jones was removed from probationafter the expiration of five months. It is stated that "The usual initial probationary period in such cases has been 90 days." I would gather from this statement that there is more or less a hard and fast rule of 90 days probationary period. I think that this is basically wrong and it was never my understanding that we would just arbitrarily impose a 90 day probationary period irrespective of what the offense was and reach the time set for the probationary period as 90 days. I would certainly have thought that in the case of an Assistant SAC who had been so atrociously and grossly indifferent toward his responsibilities and about whose loyalty to the Bureau there certainly had been raised a very serious doubt that such a person should have been continued on a probationary status for a longer period of time. I think that we should look into this schedule concerning probationary periods because I do not desire that any arbitrary time be set for all cases. I think each case has to be considered upon its merits, or demerits, rather.

ORIGINAL FILE IN " FOR STATES

F ERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

•	/egipu	i i i i i i i i i i i i i i i i i i i
Name of Employee: NICHOLAS P. CALLA		
Where Assigned: Administrative Division)	Sion Front Offi (Section, Un	
Payroll Title:Inspector		
Rating Period: from 4/1/51	to <i>3/31/52</i>	
ADJECTIVE RATING: SATISTA Outstanding, S	ACTORY atisfactory, Unsatisfactory	Employee's Initials
Rated by: Signature	Cash. Sureofol Title	14/152 Date
Reviewed by:	~ · · · · · · · · · · · · · · · · · · ·	
Rating approved by: Signature Signature	Title ASSISTANT DIRECTÓR Title	Date APR 1 7 1952 Date
(X) Official (X) Annual O b Arn 24 1952	F REPORT 67-2 () Administrative () 60-day () Transfer () Separation for () Special	12 3/3/1962

PREFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee NICHOLAS P. CALLAHAN	Title Inspector
>	Rating Period: from 4/1/51 to 3/31/52
RATING GUIDE AN	D CHECK-LIST
Rate items as follows: Outstanding (exceeding excellent and deserving special commendation). Satisfactory (ranging from good to excellent but not sufficient to rate outs Unsatisfactory. No opportunity to appraise performance during rating period. Guide for determining adjective rating:	
An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in as set out on the reverse of form FD-185. So far as Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to promarks because such would presume equal weight for all elements rated. Good judgm light of the elements rated. All minus marks must be supported by narrative detail, a set out on the reverse of form FD-185.	addition, of course, supporting comments must comply with the requirements ovide a mechanical formula for computing the various 'plus', 'check', and 'minus' len't must be exercised to insure that the adjective rating is reasonable in the ind of course, all, 'Unsatisfactory' ratings must comply with the requirements as
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# (1) Personal appearance. # (2) Personality and effectiveness of his personal contacts. # (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). # (4) Physical fitness (including health, energy, stamina). # (5) Resourcefulness and ingenuity. # (6) Forcefulness and aggressiveness as required. # (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives. # (8) Initiative and the taking of appropriate action on own responsibility. # (9) Planning ability and its application to the work. # (10) Accuracy and attention to pertinent detail. # (11) Industry, including energetic consistent application to duties. # (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. # (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and know how of application. # (14) Technical or mechanical skills. # (15) Investigative ability and results: # (a) Internal security cases # (b) Criminal or general investigative cases # (c) Fugitive cases # (d) Applicant cases # (e) Accounting cases # (e) Accounting cases # (d) Physical surveillance ability.	(17) Firearms ability. (18) Development of informants and sources of information. (19) Reporting ability: (a) Investigative reports (b) Summary reports (c) Memos, letters, wires (Consider:
A. Specify general nature of assignment during most of rating period (such as tor, etc.):	security, criminal, applicant squad, or as resident Agent, supervisor, instruc-
tor, etc.): Supervisory	
B. Specify employee's most noteworthy special talents (such as investigator, desk Supervisory - Executi	man, research, instructor, speaker):
C. (1) Is employee available for general assignment wherever needs of service re (2) Is employee available for special assignment wherever needs of service re-	equire? Yes (If answer is not 'yes', explain in narrative comments.)
D. Has employee had any abnormal sick leave record during rating period? _NG	(If so, explain in narrative comments.)
ADJECTIVE RATING: SATISFACTOR Outstandi	ng, Satisfactory, Unsatisfactory

NICHOLAS P. CALLAHAN Inspector Administrative Division ANNUAL PERFORMANCE RATING

Inspector Callahan has been the #1 man in the Administrative Division since 1945 and during that period of time he has performed his duties in an excellent manner.

Mr. Callahan has been primarily responsible for the budget and finance, and procurement activities of the Administrative Division and has done an outstanding job. I have come to rely upon him heavily in his contacts with representatives of the Bureau of the Budget, various suppliers and common carrier officials in Washington. His contacts are outstanding and he is able, due to his method of approach and sincerity, to secure valuable data for the Bureau as it is needed. He has proven to be an excellent employee, one who is placed at the present time where he can best serve the needs of the Bureau. There is no doubt in my mind but that he could handle the position of Special Agent in Charge in the field and is entirely qualified for field inspection work if he is so needed at any time.

He is loyal to the Director and the Bureau and has continuously subordinated his own personal desires to the needs of the Bureau. His overtime record has been a true reflection of his interest in the work, he averaging over 2 hours a day overtime during the past month. This overtime is comparable to overtime services performed by him during the entire rating period.

RATING: SATISFACTORY

Initials



Anted States Department of Iustic Rederal Bureau of Investigation Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name LilliAN P. CAllA	76AN Relationship WIFE Date 4/10/52
Address 1301 Buchanan	ST., N.E D.C.
	designated as my beneficiary under the Chas. S. Ross to beneficiary of agents killed in line of duty.
Name SAME AS ABOVE.	Relationship Date
Address	
an	Very truly yours,
65 APR 18 1952	Special Agent

Obecas by: 71.6

April 4, 1952

Mr. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Doar Mr. Gallahan:

I am indeed pleased to advise you that you are being promoted from the position of Inspector, \$10,000 per annum in Grade GS 14, to the position of Inspector, \$10,800 per annum in Grade GS 15, effective April 13, 1952.

For your information, this promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

John Elfor Hoover

Tolson CC: Mr. T B 1

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TOLSON CC: Mr. Mr. May PHIGH PHIGH DANE DELLON

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WAS A PR 11 1952

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
TED STATES DEPARTMENT OF JUSTIC

cc.

4-16-52

I certify that I have received the following Government property for official use //d////dd

bc

Key to Bgsement Gym

ALPHALLTICAL

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

N. P. Cal lahan, SA (hoe

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APR 25 1932

THE FIRECTOR
Clyde Tolson

I would like to recommend the reallocation from Grade GS 14 to Grade GS 15 for

Mr. E. D. Mason, Inspector and Number 1 Man to Mr. Clegg in the Training and Inspection Division

Ur. N. P. Callahan, Inspector and Number 1 Han to Ur. Glavin in the Administrative Division

Ur. J. J. McGuire, Inspector and Number 1 Man to Mr. Nichols in the Records and Communications Division

Mr. D. J. Parsons, Number 1 Man to Mr. Harbo and Scientific Chief of the Laboratory

Summaries of the files of Messrs. Mason, Callahan, McGuire and Parsons are attached.

The entrance salary of GS 15 is \$10,800 per annum and the salary range for GS 14 is \$9,600 to \$10,600 per annum.

CT: LCB

U. S. DEPARTMENT OF JUSTICE ORM 50 TATES COMMISSION U. S. DEPARTMENT OF JUSTICE WASHINGTON 25, D. C.

STANDARD FORM 50 UNITED STATES CIVIL SERVICE COMMISSION OCTOBER 1946 FORM APPROVED BUDGET BUREAU NO. 50-R064

Prepared by Checked by:

NOTIFICATION OF PERSONNEL ACTION 11 od by:

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This is to notify you of the following action affecting your emplo	yment:			
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Director, RBI BRSONNEL BRIEFING CLERK - SPECIAL AGENT CALLAHAN - INSPECTOR

There is enclosed for your information and for delivery a letter censuring her and placing her on probation for a period of 90 days because of her failure to include in a reallocation memorandum which she prepared full and complete information concerning one of the required

There are also enclosed for your information copies of letters of censure which have been directed to Special Agent and to Mr. H. P. Callahan because of their failure to detect the omission, and for their approval of the favorable reallocation recommendation. You will note that the letter to on probation for a period of 90 days. At the expiration places him of that time, a special performance rating should be subs, as well as on progress together with your recommendation concerning their continuance or removal from the probationary status.

Enclosures (3) JEE: saa 8 3 SECENED BEVUNC NOW SECENTED REVU 301150 io

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fice Memorandum UNITED STATES GOVERNMENT

: Mr. Glavin DATE: March 15, 1952 H. L. Edwards SUBJECT: SA G. MARVIN GENTILE Washington Field Office Reallocation (Veteran) EOD - 7/8/46There is attached a memorandum prepared in the Administrative Action Unit under date of 3-4-52 recommending that Agent min. Gentile be reallocated to Grade GS-13 on the basis of his service as a Field Office Supervisor for a period of one year. This memorandum was approved and by letter of 3-10-52 Agent Gentile was advised that he was being reallocated effective 3-16-52. The fanfold on this action has not yet left the Bureau. A review of Agent Gentile's file, however, reveals that on 8-3-51 he was censured in connection with derelictions noted in two Departmental Applicant cases and at that time he was removed as a Field Office Supervisor. Accordingly, the attached memorandum of 3-4-52 was in error and Agent Gentile should not have been reallocated at this time since he is not a Field Office Supervisor and has not yet completed ten years of service as an Agent. ACTION TAKEN A stop has been placed with the Payroll Preparation Unit to prevent the fanjoid from leaving the Bureau. EXPLANATIONS The reallocation memorandum on Gentile was prepared , a personnel files briefer in the Administrative Action Unit. Her memorandum concerning this matter is attached. It is noted that the addendum to the SAC instructing that Gentile be removed as a

Field Office Supervisor appears at the top of a separate page of letter of censure to the Agent of 8-3-51. points out that in reviewing the file in connection with her preparation of the memorandum, she apparently failed to observe this addendum which was on a separate page and, therefore, omitted it from her memorandum. It may further be noted that at the time this memorandum was prepared, the volume of work in the unit was extremely heavy and the pressure upon the personnel briefers, including [_, was heavy. As she has pointed out, she had worked until 9:30 PM the night before the date she prepared the memorandum in question. in the past have been most satisfactory, and she has been a dependable and hard worker, willingly performing overtime whenever the occasion demanded.

The reallocation memorandum on Gentile pas reviewed and of the Adminiapproved by Special Agent Supervisor strative Action Unit. He has advised that he has no excuse for his failure to detect the error in the memorandum, he regrets exceedingly that it occurred, and he will make every effort to prevent any similar mistake in the future. It should also be noted that following the recent transfer of Special Agent Supervisor J. E. Edwards from the Administrative Action Unit to the office of Mr. H. L. Edwards, the volume of work performed by Agent ___ ___ has been exceedingly heavy, necessitating long hours of overtime. During the week beginning Monday, March 3, 1952, during which week the Gentile memorandum averaged five hours and two minutes overwas sent through, time per working day.

The featlocation of Gentile was also reviewed and approved by Inspector Callahan of the Administrative Division during the absence of Mr. Glavin from the city. Inspector Callahan stated that in approving such matters he endeavors to review such matters meticulously and he has no excuse for his failure to detect the error which has occurred in this case. He appreciates the seriousness of such an error and regrets deeply that it occurred and will made every effort to prevent a recurrence of such an error. It is pointed out that during the week in which this error occurred, the volume of material being handled was such that Inspector Callahan averaged three hours and twenty-five minutes overtime per working day.

As previously pointed out, the fanfold in this matter concerning the reallocation of Gentile has not been forwarded as yet to either the Department or to the Civil Service Commission and is being retained in Is Office pending a final determination in this matter.

In connection therewith, Mr. Edward Bechtold who is connected with the Veterans Service Section of the Civil Service Commission has advised that so long as the fanfold on a reallocation has not been processed, the promotion is not effective and therefore, can be undone.

RECOMMENDATIONS

Inasmuch as Special Agent Gentile was relieved of his duties as a Field Supervisor by the Bureau's instructions to his SAC under date of August 3, 1951, and is not presently being utilized in a supervisory capacity, it is not felt he is entitled to Grade GS-13 reallocation and it is recommended that it be cancelled. Agent Gentile should be advised accordingly together with the reasons therefor.

Memo to Mr. Glavin (continued)

It is noted that	is the Personnel Briefer
who was responsible for	the failure to include in the reallocation
memorandum information r	eflecting the removal of Special Agent Gentile
from his supervisory pos	ition at the time administrative action was
	ust, 1951, and acco <u>rdingly, has</u> been guilty
of carelessness in this	respect. Although has been in the be
	une 18, 1945, and has been performing work in b70
	ns Unit since December, 10, 1950, this is the
first time she has been	responsible for such an omission. Her work,
	, has been performed in an entirely satisfactory
manner. It is recommend	ed that she be censured by letter.

who is the Supervisor in Charge of the Administrative Actions Unit should have in his review of the memorandum and service record of the employee caught the omission and was derelict in failing to do so. However, this is the first such error the Unit has ever made even though thousands of such memoranda have been prepared. In view of the exceedingly long hours put in by him when the voluntary overtime average of over five hours is considered, it is apparent that his alertness had to be at a low point. Except for this instance his work is considered to be above average. It is recommended that he be censured by letter.

Although Mr. Callahan likewise approved the memorandum recommending the reallocation, it is pointed out that in view of the tremendous volume of such memoranda and other memoranda and mail handled by him, it would be impossible except on a spot check basis for him to personally check the files and briefs in detail in every case and I don't think this is expected of him. However, he must ever be on the alert not to rely on the assumption that correct and accurate facts are always being submitted and must double his efforts to prevent any similar occurrences. It is recommended that he be advised accordingly by letter.

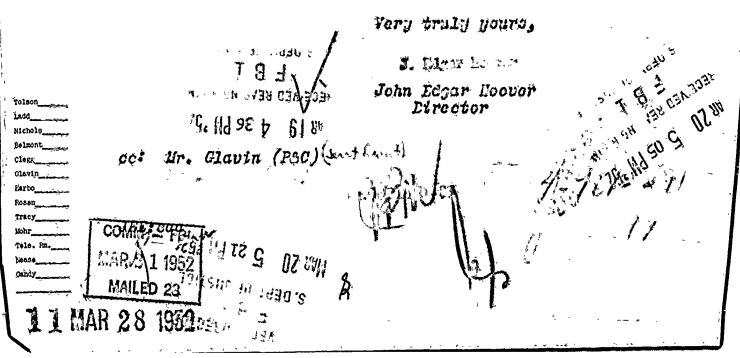
Ur. Nicholas P. Callahan Federal Bureau of Investigation Tashington, D. C.

Dear Ur. Callahan:

I have carefully reviewed the information submitted concerning the error recently made in the Administrative Livision which involved the emission from a reallocation memorandum of full and complete information regarding one of the particularly pertinent qualifications required for favorable consideration.

In connection therewith it is pointed out that you, while ceting in charge of the Division, personally reviewed the memorandum in question and improperly noted your concurrence with the favorable recommendation. In this instance it was definitely your responsibility to have insured at least that the reguired basic qualifications had been not and your follure to do so reflects carelessness on your part.

It is expected that in the future you will exercise the additional care necessary to preclude the possibility of any similar accurrence.



LIL TOLGCT

Lanch 17, 1850

U. D. CAVIII

C. MADVID CHRIDE Special from Factory on Field Office MANAGERICS (VETTIAN) EQD - 7/0/43

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Special Agent Supersitear Personnal Section Acadetotrative Division U. F. CALLADAU Cracial Acous Curerolear Front Cifica Liministration Division

Forcomel Ortofing Clerk Forcomel Scotten

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Enforced to made to the abtacked memorandum submitted by Live II. I. Edwards to may concerning errements reallessation of Engelal Again G. Euroin Contile from Grade CS-ID to Crade GS-ID, even though he had not had ten years of service as an again per mad he in a super-visor, position.

From the atteched nonormalis, it will be noted that Centile too record from his exercisery position on August 3, 1991, and the clark/triofing in the file failed to note this fact in a review of the file in preparing the brief for consideration for preparing the brief for consideration for preparing the brief for consideration for preparing the brief for consideration for preparing the brief for consideration for preparing the brief for consideration for preparing the brief for consideration for preparing the price of the file for the file of the file o

It will also be noted that Esperateur Joseph I. Casanaugh, the to cathy in charge of the schinistrative Action Inity feiled to each this error in reviewing the renormances.

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proported by a	qualified triefin	y elert and the reportate are then	
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decores from the city, Chald have checked to determine the Especial be accord from the city, Chald have checked to determine the Especial be accorded to be accorded to be accorded to be accorded to be accorded to be accorded to be accorded to be accorded to be accorded to be accorded to be accorded to be accorded to the accorded to be accorded to be accorded to th

Ling to Live Tologn (Continued)

Agents assigned to his Into have been norking esceptionally tard for a number of manufactor . The groups of work being referred up that Unit
for automaton has been exceptionally heavy. It will be noted that
bes averaged nore than five hours a day everthis during the veck in which this error eccurred. I discussed this matter with him.
and although he clos not knew the hour in which he reviewed the manoran- dua, he stated that it may have been at hight when he was tired and not
as clard es he would be carlier in the cays het come a very good for in his process goodgement. He is encouvering to the best of be
his chility to keep the work rolling with a small staff. Ted it not book been for the fact that he has exhibited the localty and devotion to
duty which he has, I would recommend that he be recoved as a supervicor.

Taking into consideration the heavy voluce of verk tains performed by him and realizing that curing the wook in question he average over five hours a day everting. I recommend that he be severely consured and placed on probation and be adulted that if there to a recurrences, ha util by reacred from thy purerytaery duttees.

Tith reference to Ur. Callaben, he was headling not only his can dear buy nine during my aponee from the city. Resource, I do feel that exceptional care chould have been exercised in approxing recommenda-tions for a Graig 53-13, and in view of this feat, I recommend that he be acverely concurred at this time.

I do with to point out that this is the first error of this type that has ever come to the Durgou's attention and thousands of such catorinia have been propored in the idelitiourative division for actions I feel very keenly the fuck that this patter wee headled improperly. I hous thereighly discussed it with the special Asont supervisory officials involved and house approach by definite cispleature with the way this natter has been handled. Every offert will be made to the there to no rocurrence.

I conbut with the recommendation suce by Ur. I. I. Educade that Eboold Acent Centile be advised to the offeet that the cetion use int-

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andy	·			

February 29, 1952

PERSONAL AND CONFIDENTIAL

Mr. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Mr. Callahan:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Betheada, Maryland, on November 19, 1951.

This report reflects that you have no disqualifying physical defects.

For your information, the lig x 17 chest X ray afforded you was found to be normal.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of atrenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

For your further information, the electrocardio-gram afforded you was found to be normal.

Sincerely yours,

COMM — FEI FEB 2 9 1952 MAILED 29

John Edgar Hoover Director

JVB:mfc//

Mr. Comments

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RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

\mathcal{O}	
NAME CALLAHAN, Nicholas P. AGE 37	YEARS, 11 MONTHS
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Mother living and well.	
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HISTORY OF ILLNESS OR INJURY Usual childhood dise	ases - hernia - 1932 -
Appendectomy, 1936 - Broken ankle - 1942.	
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L.J. MAR 7. 1952	

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DATE OF EXAMINATION. 11/19/51	s/H.E. Taylor LTJG
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F-1995-4347-1M

The Ohio Casualty Insurance Company

HAMILTON; OHIO

SUPPLEMENTAL AGREEMENT
A certain Bond, No 321674, wherein Nicholas P. Gallahan
of
in the amount of 10n thousand
in favor of Department of Justice
and dated on or about the
IN CONSIDERATION of the payment by the Principal of \$ 8.00 in advance, and \$ 8.00 on each anniversary of the effective date of this Agreement so long as this Agreement is in force, The Ohio Casualty Insuranc Company, of Hamilton, Ohio (hereinafter called the Company), surety on that certain bond described above, does hereby agree with the Principal in said bond as follows:
Paragraph That in the event any claim, demand, suit, action or other proceeding is made or brought under said bond for loss of damage arising out of an alleged breach of the conditions of said bond, the Company hereby agrees, subject to the conditions and limitations hereinafter set forth:
A. To investigate all such claims or demands, of which the Company shall have notice as required herein.
B. To defend, on behalf of the Principal, any suit, action or other proceeding brought to enforce such claims.
C. To pay any sums not exceeding the amount specified in Paragraph II hereof, which the Principal has obligate himself to pay under said bond by reason of the liability imposed upon him by law on account of such claims, de mands, suits, actions, or other proceedings.
D. To waive any rights to be indemnified by, or to recover from, said Principal, any sums paid by the Company unde said bond unless the amount of such sums exceeds the amount specified in Paragraph II of this Agreement.
Paragraph The total liability of the Company under this Agreement is limited to the sum of Ten thousand (\$10,000,000) Dollars.
Paragraph This Supplemental Agreement shall apply only to acts of the Principal occuring on or after thelst
ofJune
THIS AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS, WHICH SHALL BE CONDITIONS PRECEDENT TO ANY RECOVERY HEREUNDER:
1. That this agreement shall not apply to any claim, demand, action, suit or other proceeding which is predicated, in whole or in part, on
(a) The dishonest or fraudulent act of the Principal, or the dishonest or fraudulent act of the Principal's agents, deputie or employees, for which the Principal may be liable under the bond;
(b) The failure of said Principal to account for any moneys or funds, where such failure was due to the closing or in solvency of any bank or other depository, or to the suspension of payments by any bank or other depository;
(c) The act of any agent, deputy or employee of the Principal (other than a dishonest or fraudulent act of the agent deputy or employee of said Principal for which the Principal may be liable under the bond, which are expressly excluded in sub paragraph (a) of this Condition), or the happening of any casualty or event where the Principal holds valid and collectible indem

- nity, suretyship, insurance or other security under which he would be indemnified, insured or made secure on account of such loss caused by such agent, deputy or employee or through the happening of such casualty or event.
 - (d) Any act of the Principal, his agents, deputies or employees, which is not recoverable under the bond.
- 2. The Principal, on knowledge of any claim being made against him under the bond, and, if he is a certifying officer, on knowledge of any question being raised by the General Accounting Office concerning any voucher, or account certified by him, and, if he is not a certifying officer, on knowledge that any question has been raised concerning any act or omission which might give rise to a claim under the bond, shall give written notice thereof within ten days to the Company or to its authorized agent.
- 3. If claim is, made or suit is brought against the Principal, the Principal shall immediately forward to the Company every demand, notice, summons, or other process received by him or his representatives.
- 4. The Principal shall cooperate with the Company in facilitating the investigation and disposition of claims and suits, and, upon the Company's request, shall attend hearings and trials lands shall assist in the conduct of suits, in making settlements, in securing and giving evidence, and in obtaining the attendance of witnesses; but the Principal shall not, except at his own cost and risk, voluntarily assume any liability or incur any expense or settle any claims without the written consent of the Company previously given. given.
- 5. In the event of any payment by the Company of loss or expense under this Agreement, the Company shall be subrogated to all of the Principal's rights of recovery therefor, and the Principal shall execute all papers required and shall do everything necessary to secure such rights.

 6. Where the Company has made any payments of any loss, costs or expense, such payments, as between the Principal and the Company, shall be deemed payments in reduction of the Company's liability under said bond and this Agreement, and the terms of this Agreement shall be applicable only to any remainder.

 7. Triespective of the number of years that this Agreement is in force and the number of annual payments made therefor by the Principal, the aggregate amount of the Company's liability under this Agreement shall not exceed the amount set forth in Paragraphall of this Agreement, which amount shall be considered a part of, but not in addition to, the amount of the bond.

51MAR 1210

- 6. This Agreement shall be construed and interpreted as an agreement between the Principal and the Company for the purpose of determining as between themselves their respective rights and responsibilities under the bond, and shall not be deemed an agreement for the benefit of any third parties.
- 9. This Agreement shall apply only to acts occurring after the date hereof and prior to the expiration, termination or cancellation of the bond to which this Agreement is supplemental or prior to the cancellation or termination of this Agreement, whichever first occurs. The Company may cancel and terminate this agreement at any time by mailing cancellation notice to the Principal at the address even herein at least five (5) days prior to the date that said cancellation takes effect. The Principal may cancel and terminate this Agreement, by like notice to the Company or by the surrender of this Agreement. If cancelled or terminated by the Company, the Company shall be entitled to the earned premium pro rata when determined. If cancelled or terminated by the Principal, the Company shall be entitled to the earned premium calculated on the basis of the usual short rate table.
- 10. This Agreement shall not apply to any claim, demand, suit, action or other proceeding which is not made or instituted within three years after the expiration of the Principal's term of office for which the bond was issued, or the cancellation or termination of this Agreement, whichever first occurs.
- 11. In the event the Principal aids or abets any person, firm, association or corporation in the making of any claim under said bond, or connives or is in collusion with any such person, or commits any fraudulent act causing a claim under the bond, this agreement shall be deemed null and void from the beginning.
- 12. This Agreement shall automatically terminate in the event of any default in the payment of the annual premiums herein-before specified in this Agreement, or in the event of any default in the payment of the premiums payable under the bond. The premiums payable under this Agreement are in addition to the premiums payable under the bond.

IN WITNESS WHEREOF, THE OHIO CASUALTY INSURANCE COMPANY has caused this Supplemental Agreement to be signed by its President and Secretary at Hamilton, Ohio, but the same shall not become effective until countersigned by a duly authorized agent of the Company.

THE OHIO CASUALTY INSURANCE COMPANY

Attest:

President

D.C. Washington, Countersigned at

Authorized Agency's PRES. SEOY. THE AS

F-1995-4-47-1M

The Ohio Casualty Insurance Company

HAMILTON, OHIO

SUPPLEMENTAL AGREEMENT

	to	•
A certain	Bond, No	<u> Vicholas P. Callahan</u>
o.f	Washington, D. C.	(Principal)
01	(Street and number) (Cit	·······is' Principal
in the amo	Washington, D. C. (Street and number) Ten Thousand	(\$10000_00) Dollars
in favor o	fUSA, Dept. OI Justice	***************************************
and dated	on or about theday of	June 19 50n which The Ohio
Casualty In	nsurance Company, of Hamilton, Ohio, is Surety.	
Company,	N CONSIDERATION of the payment by the Principal of \$ nniversary of the effective date of this Agreement so long as of Hamilton, Ohio (hereinafter called the Company), sure rincipal in said bond as follows:	this Agreement is in force. The Ohio Casualty Insurance
Paragraph I	That in the event any claim, demand, suit, action or other p damage arising out of an alleged breach of the conditions of ditions and limitations hereinafter set forth:	roceeding is made or brought under said bond for loss or said bond, the Company hereby agrees, subject to the con-
	A. To investigate all such claims or demands, of which t	ne Company shall have notice as required herein.
	B. To defend, on behalf of the Principal, any suit, action	
e w	C. To pay any sums not exceeding the amount specified	in Paragraph II hereof, which the Principal has obligated lity imposed upon him by law on account of such claims, de-
	D. To waive any rights to be indemnified by, or to recover said bond unless the amount of such sums exceeds the	from, said Principal, any sums paid by the Company under amount specified in Paragraph II of this Agreement.
Paragraph	The total liability of the Company under this Agreement is	limited to the sum offentihousand
11	(\$10,000,00) Dollar	5.
Paragraph	This Supplemental Agreement shall apply only to acts of t	he Principal occuring on or after the LStday
Ш	of	
THIS AGRI	EEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS, Y HEREUNDER:	WHICH SHALL BE CONDITIONS PRECEDENT TO ANY
l.] or in part,	That this agreement shall not apply to any claim, demand, ac on	ion, suit or other proceeding which is predicated, in whole
or employed	 (a) The dishonest or fraudulent act of the Principal, or the ces, for which the Principal may be liable under the bond; 	ishonest or fraudulent act of the Principal's agents, deputies
solvency of	(b) The failure of said Principal to account for any moneys any bank or other depository, or to the suspension of payn	or funds, where such failure was due to the closing or in- tents by any bank or other depository:

- (c) The act of any agent, deputy or employee of the Principal (other than a dishonest or fraudulent act of the agent, deputy or employee of said Principal for which the Principal may be liable under the bond, which are expressly excluded in subparagraph (a) of this Condition), or the happening of any casualty or event where the Principal holds valid and collectible indemnity, suretyship, insurance or other security under which he would be indemnified, insured or made secure on account of such loss caused by such agent, deputy or employee or through the happening of such casualty or event.
 - (d) Any act of the Principal, his agents, deputies or employees, which is not recoverable under the bond.
- 2. The Principal, on knowledge of any claim being made against him under the bond, and, if he is a certifying officer, on knowledge of any question being raised by the General Accounting Office concerning any voucher or account certified by him, and, if he is not a certifying officer, on knowledge that any question has been raised concerning any act or omission which might give rise to a claim under the bond, shall give written notice thereof within ten days to the Company or to its authorized agent.
- 3. If claim is made or suit is brought against the Principal, the Principal shall immediately forward to the Company every demand, notice, summons, or other process received by him or his representatives.
- 4. The Principal shall cooperate with the Company in facilitating the investigation and disposition of claims and suits, and, upon the Company's request, shall attend hearings and trials and shall assist in the conduct of suits, in making settlements, in securing and giving evidence, and in obtaining the attendance of witnesses; but the Principal shall not, except at his own cost and risk, voluntarily assume any liability or incur any expense or settle any claims without the written consent of the Company previously
- 5. In the event of any payment by the Company of loss or expense under this Agreement, the Company shall be subrogated to all of the Principal's rights of recovery therefor, and the Principal shall execute all papers required and shall do everything necessary to secure such rights.
- 6. Where the Company has made any payments of any loss, costs or expense, such payments, as between the Principal and the Company, shall be deemed payments in reduction of the Company's liability under said bond and this Agreement, and the terms of this Agreement shall be applicable only to any remainder.
- 7. Irrespective of the number of years that this Agreement is in force and the number of annual payments made therefor by the Principal, the aggregate amount of the Company's liability under this Agreement shall not exceed the amount set forth in Paragraph II of this Agreement, which amount shall be considered a part of, but not in addition to, the amount of the bond.

- 8. This Agreement shall be construed and interpreted as an agreement between the Principal and the Company for the purpose of determining as between themselves their respective rights and responsibilities under the bond, and shall not be deemed an agreement for the benefit of any third parties.
- 9. This Agreement shall apply only to acts occurring after the date hereof and prior to the expiration, termination or cancellation of the bond to which this Agreement is supplemental or prior to the cancellation or termination of this Agreement, whichever first occurs. The Company may cancel and terminate this agreement at any time by mailing cancellation notice to the Principal at the address given herein at least five (5) days prior to the date that said cancellation takes effect. The Principal may cancel and terminate this Agreement by like notice to the Company or by the surrender of this Agreement. If cancelled or terminated by the Company, the Company shall be entitled to the earned premium pro rata when determined. If cancelled or terminated by the Principal, the Company shall be entitled to the earned premium calculated on the basis of the usual short rate table.
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- 11. In the event the Principal aids or abets any person, firm, association or corporation in the making of any claim under said bond, or connives or is in collusion with any such person, or commits any fraudulent act causing a claim under the bond, this agreement shall be deemed null and void from the beginning.
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IN WITNESS WHEREOF, THE OHIO CASUALTY INSURANCE COMPANY has caused this Supplemental Agreement to be signed by its President and Secretary at Hamilton, Ohio, but the same shall not become effective until countersigned by a duly authorized agent of the Company.

THE OHIO CASUALTY INSURANCE COMPANY

Attest:

Grasin J. Wys.

Secretary

Âν

President

June

Countersigned at Washington, D. C. this.

Authorized Agent

SUPPLEMENTAL AGREEMENT

between

Company

Company

Company

And

Micholas. P. Callahan

One AND CURRY

GENERAL INSURANCE

EARTH INSURANCE

EARTH INSURANCE

EARTH INSURANCE

EARTH INSURANCE

EARTH INSURANCE

EARTH BUTDING OF 1777 BT. N.W., TELETHENE MATIONAL 3610

WASHINGTON, D.C.

WASHINGTON, D.C.

BOND * MISCELLANEOUS

(When Surety is a Corporation)

KNOW ALL MEN BY THESE PRESENTS:

That we, Nicholas P. Callahan, as Principal, and United States Fidelity and Gueranty Company, a corporation organized under the laws of the State of Maryland, as surety, are held and firmly bound unto the United States of America in the full and just sum of Ten Thousand and no/100 - - - - - - - - (\$10,000.00) Dollars, in lawful money of the United States, for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors and administrators, successors and assigns, firmly by these presents.

Sealed with our seals, and dated this 15th day of June, 1947.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, That whereas the above bounden principal has been duly appointed and qualified for, and entered upon duty as Special Agent for the Federal Bureau of Investigation, United States Department of Justice.

NOW, THEREFORE if the said principal shall at all times henceforth faithfully fulfill and discharge all the duties of his said office, according to the laws of the United States and regulations made in conformity therewith, and shall safely keep and care for all public moneys and all other funds which may come into his hands by virtue of his said office, and shall faithfully disburse and honestly account, without fraud or delay for the same and for all public property placed in his charge or coming into his possession or control by virtue of his said office; and at the expiration or earlier termination of his term of office, faithfully account for and turn over to the proper official or authority thereto entitled, the moneys, securities, or other property for which he may be accountable; then the above obligation to be void and of no effect; otherwise to remain in full force and virtue.

THE rate of premium on this bond is \$1.00 per thousand; the annual premium on this bond is \$10.00, as shown by premium receipt hereto attached.

Signed, sealed, and delivered in the presence of -

Mm. Jack	(101)	· Miller	Colledon (SEAL)
B. # Sair Skor	will, Med.	UNITED STATES FIDELITY	AND GUARANTY COMPANY
	b6 b7C	Bo Frieda Walker	Desiment Corporate
Address	Wash.D.c.	Attorney-in-fact	A VAVA

February 26, 1952

Mr. Micholas P. Gallahan Federal Bureau of Investigation Inited States Department of Justice Vashington, D. C.

Dear Ir. Callahans

There has been brought to my attention the very able ascistance you rendered in the reorganization of the Veucher Unit to handle the complete audit of Bureau vauchers.

I am particularly nindful of your splendid efforts in the establishment of ways and means for the hundling of various phases of this work as well as the procurement of necessary equipment and material for the efficient operation of the I did not want this opportunity to pass without expressing to you my most & sincere appreciation and commendation Fr yeur very fine services.

Sincerely yourse.

(P&C) Mr. Glavin

67-439@DIL

EJI: bmcy0102011.



In Reply, Please Refer to File No.

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

February 25, 1952

A SHINGT

MEMORANDUM FOR THE DIRECTOR

Mr. Nichols.
Mr. Belmont
M. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
M. Laughlin
Mr. Holloman
Miss Gandy

Pursuant to your request, I have today checked into the matter of the listing of Mr. Rosen on sick leave at home, whereas he has during the entire period of time been confined to Georgetown Hospital.

Administrative Division in which the Movement Clerk contends that when she contacted Mr. Rosen's office each day, she was told that Mr. Rosen was on sick leave at home.

There is also attached a memorandum from Mr. Rosen's office which sets forth that each time the Movement Clerk called in the morning that the Movement Clerk did not specifically request information as to where Mr. Rosen was but that Mr. Rosen's office each time answered the Movement Clerk's inquiry by stating that Mr. Rosen was on sick leave.

If will be noted that there is some variance in the above and I have had a double check made in the statements of the Movement Clerk and she contends that when she originally called regarding Mr. Rosen that she was told that Mr. Rosen was on sick leave at home, but that for the last three or four mornings when she called, she was merely told that he was on sick leave and, therefore, she presumed that he was still on sick leave at home.

Mr. Winterrowd advises that the first day Mr. Rosen was absent on sick leave that he advised Mr. Callahan in the Administrative Division that Mr. Rosen was confined to Georgetown Hospital.

It has not been possible to resolve what actually did transpire in view of the discrepancy noted above. However, it might be noted that the Movement Clerk did not specifically ask where Mr. Rosen was located while on sick leave, that is, whether at the Hospital or at his home. Of course, she contends that receiving advice from his office that he was on sick leave at home, that further inquiries on her part were not necessary.

The preparation of the availability memorandum to that of the Administrative Division and it is incumbent upon them to see that this memorandum is accurate and in detail.

Signature and the same

Memorandum for the Director

This matter has been pointed out to Mr. Callahan in Mr. Glavin's absence by me and Mr. Callahan has been instructed that in the future every precaution should be taken to see that this memorandum is properly prepared and that the exact location of each official is clearly indicated.

Mr. Callahan advises that in the future there will be no further recurrence of this and that the Movement Clerk has been specifically instructed that when any official is either on sick leave or annual leave, she is to specifically inquire as to the exact location of the official on leave.

<u> </u>	The Movement Clerk assigned to the Administrative
Division is	
Mr. Rosen	's office'is

Respectfully submitted,

F. C. Holloman

Attachments

FCH: eff

This was atrousing handled by Glatims

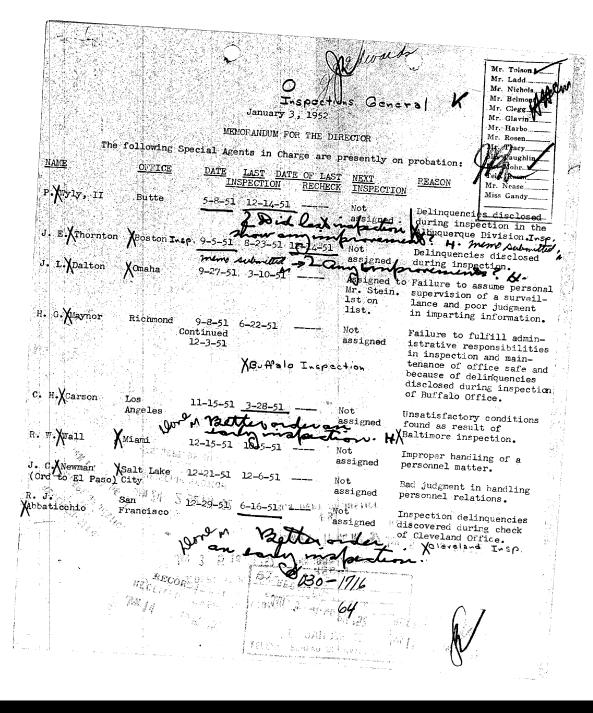
SEAT OF COVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NAME TITLE DATE REASON

N. P. Callahan Inspector 9-25-51 Because of improper supervision of service award matters.

Respectfully,

W. R. Plavin



RECEIPT FOR GOVERNMENT PROPERTY FEDERAL BUREAU OF INVESTIGATION TED STATES DEPARTMENT OF JUSTIC

7	•	٦	~	'n
T	-]	1	•	2

I certify that I have received the following Government property for official use: returned

SUPERVISOR'S MANUAL # 60 "(issued Jan. 2, 1952)

RETURNED

SUPERVISOR'S MANUAL # (issued Aug. 21, 1950

BETICAL NOT RECORDED

13 MAR 5 1952

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

59 MAR 1.0 1952

FILE

WRG

Very truly yours,

Office Memorandum • united states government

TO : Mr. Tolson W. R. Glavi

DATE: 1-16-52

SUBJECT:

In conformity with the recent request concerning Special Agent personnel who could be recommended for advancement in the Bureau's service, I wish to again list the following Special Agent personnel assigned to the Administrative Division who could be considered for such advancement:

Callahan 🧍

E. Clark C. R. Javidson 9 H. L. Jawards 'J. E. Jawards 3

A. P. Gunsser ;

W. S. Hyde ! W. E. Leishear

T. F. Kring /1)

W. S. Trovel 5 T. D. Webb

Wish to further advise that SA Leo J. Gauthier and Renneberger possess the basic qualifications for further advancement in the Bureau; however, I personally feel they are best serving the Bureau in their present positions. I do not feel that it would be to the advantage of the Bureau to make a change in their assignment at this time.

The remaining supervisors assigned to this division have not been assigned to the division a sufficient period of time to permit me to definitely determine at this time whether they could be considered for additional advancement in the Bureau's service.

WRG:cr

RECORDED . 23

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Clegg Glavin Nichols

FEDERAL BU	REAU OF INVE	STIGATION 🐔 🛈	-
Room 5744 Extension 351	1/-75	, 1952	
Mr.	Tolson		:
Mir. 1Mr. 1Mr. 1Mr. 1	Clegg Glavin Harbo Rosen Fraçy		
Mr. (Mr. (Mr. (Mr. (Mr. (Mr. (Callahan H. L. Edwards Gearty Gresham M. A. Jones		
Miss Read	Nease Gandy ing Room onnel Recordi rds Section	, Section	
See Me	For Approp	oriate Action	
Send File Clean Antiero	Note and	Return Letant M. Jul 14	المن
	J	- SQ1	• • • •
in and the second		R. C. GRESHAM J. P. Mohr	- -

7-46961-209 ENCLOSURE b6 b7C Mr. Glavin

H. L. Edwards FROM:

SUBJECT: NICHOLAS P.

Inspector

Administrative Division

RE: REMOVAL FROM PROBATION

This employee entered on duty 3-4-35 as a Messenger and on 6-26-39 he was appointed a Special Agent in Grade CAF-9, \$3200 per annum. On 1-11-48 he was reallocated to Grade CAF-14, \$8179.50 per annum and as a result of basic salary increases and uniform promotions, his salary was increased to GS-14, \$10,000 per annum. He is now being considered for removal from probation.

b7C By letter dated 9-25-51 his attention was called to the fact that the Service Award Unit under his direct supervision had been responsible for an error in failing to include Special Agent on the 1951

list, as a result of which his Ten-Year Key and letter were delayed a number of months. As he was fully aware, an exhaustive inquiry had been conducted into this matter without revealing any excuse for the error. He was further advised that this instance was but one of a number of similar errors in handling this important function which had occurred under his supervision. In view of the above, he was placed on probation:

It is noted that Mr. Callahan accepted the action taken against him in an extremely fine manner and since that time has carried out his responsibilities in a completely satisfactory fashion.

It is recommended that he be removed from probation.

JEE/mfp RECORDED -84

Searched FELERAL BUNEAU OF INSENTE

b6

8 9 JAN 15 1952

January 7, 1952

Er. "icholas [. Callahan Federal Eureau of Investigation Vachington, D. C.

Tear Ur. Callahan:

The Tureau is pleased to advice you that you are teing removed from a probationary status.

Sincerely yours,

J. Edgar Hoover John Edgar Ecover Director

CC: Mr. Glavin (Confidential)

Movement
Leave
(Sent Direct)

b6 b7C

JEE:ple

113 961 205

JAN 2- 15-52 ROLDENIC - 130.5

Inspections General

December 3, 1951

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

NAME	OFFICE	DATE IN	LAST ISPECTION	DATE OF LAST RECHECK	NEXT INSPECTION	REASON
P. Myly, II	Butte	5-8-51	12-1-50		Mr. Stein. Next on	Delinquencies disclosed during inspection in the Albuquerque Insp. Division.
H. O. Hawkin:		5-15-51	7-19-51		Currently being in-	Delinquencies disclosed during inspection of the Dallas Division.
J. E. Thornt		9-5-51	8-23-51		To begin	Delinquencies disclosed during inspection.
J. L. Dalton	X Omaha	9-27-51	3-10-51		Assigned to Mr. Stein. 2nd on list.	Failure to assume personal supervision of a surveillance and poor judgment in imparting infor- mation.
H. G. Maynor	Richmond	9-8-51 Continued 12-3-51	6-22-51		Not assigned	Failure to ful- fill administra- tive responsibil- ities in inspec- tion and main- tenance of office safe and because of delinquencies disclosed during
C. H./Carson	n Los Angeles	11-15-5	Carrier in		Not assigned	inspection of Buffalo Office. What Inspection Unsatisfactory conditions found as result of Baltimore inspection.

I Kind

O INSPECTION-CENERAL

Mr. Belmont Mr. Clegg

November 1, 1951

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probage

	10 10	TTO TTO	TOT MOUNT	THE OHOTER OTO	presentary on	
NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK	NEXT INSPECTION	REASON: andy
E. A. XSoucy	Knoxvill	e 1-30-50 Continued 5-10-51	12-11-49		Mr. Brown. lst on list.	Lack of informant coverage in Boston Division and because of delinquencies disclosed in the inspection of the Pittsburgh Office
P. Wyly, II	Butte .	5-8-51	12-1-50		Mr. Stein. 3rd on	Delinquencies disclosed during inspection in the Albuquerque Division. INSP
H. O. Hawkins	Mobile	5-15-51	7-19-51		Mr. Brown.	Delinquencies disclosed during inspection of the Dallas Division.
J. E. Thornton	X Boston €	TNSP-5-51	8-23-51		Not assigned.	Delinquencies disclosed during inspection.
J. L. Dalton	X Omaha)	F.O. 9-27-51	3-10-51		Not assigned.	Failure to assume personal supervision of a surveillance and poor judgment in imparting information.
H. G. Maynor (Ordered to Richmond)	X Buffalo	IN95\$\$-51	10-16-50	Special Inquiry 8-24-51	being in- spected by Mr. Long.	Failure to ful- fill administra- tive responsibil- ities in inspec- tion and main- tence of office
1	er (*)			•	like esperimentable excess reservative ser	safe.

y W

منگ

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NAME

N. P. Callahan

TITLE Inspector

 \underline{DATE} 9-25-51

REASON XCLIEF-CLEYKS-0FF, CE
Because of improper supervision of service
award matters.

Respectfully,

Mr. S. A. Andretta, Administrative Assistant Attorney General

October 8, 1951

Director, par

Unused Tickets / Inspector N. P. Callahan

Transmitted herewith are tickets number 6292, 6293 and 6320 issued by the Rullman Company for transportation from Nashington, D. C., New York, New York.

The above tickets were purchased with Government Transportation Coquests J-49,167, J-49,168 and J-49,170, the memorandum copies of which are attached.

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COMM FM

ALPHARETICAL 11 00. 10 1851

76 OCT 17 1951

Mr. Tolson. Mr. Ladd. Mr. Nichols. October 4, 1951 Inspection Lines Mr. Belmont. MEMORANDUM FOR THE D The following Special Agents in Charge are presently on probath NAME DATE OF LAST NEXT OFFICE DATE LAST INSPECTION Lack of Minfordant Knoxville 1-30-50 12-11-49 Assigned to Continued Mr. Brown. coverage in Boston Division and be-5-10-51 4th on list (mid-Novemcause of delinber) quencies disclosed in the inspection of the Pittsburgh Inch Office. A. C. Schlenker Savannah 10-13-50 9-21-51 Not assigned Failure to main-Continued tain stenographic 11-16-50 work in current condition and inadequate informant coverage in the San Juan Division. Not assigned Delinquencies disclosed during inspection in the X Albuque rque Inspection Division. H. O.\Hawkins Mobile 5-15-51 7-19-51 Not assigned Delinquencies disclosed during inspection of the Mullas Inspection Dallas Division. J. E Thornton Roston Jap, 9-5-51 8-23-51 Not assigned Delinquencies dis--closed during in-J. L Dalton Commana 9-27-51 3-10-51 22 Not assigned Failure to assume /- personal supervision of a surveillance and poor judgment in 9 OCT 15 1551 imparting informa-The man traction tion. H. G. Maynor | Buffalong 9-8-51 10-16-50 Not assigned Failure to fulfill Special Inquiry administrative 8-24-51 responsibilities in inspection and main-

tence of office safe.

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SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	REASON A Membralla N.
G. C. Callan	Inspector	8-1-51	As a result of the serious deliminencies noted in connection with the handling of a Departmental Applicant investigation.
AMRosen	Assistant Director	8-1-51	As a result of the serious delinquencies noted in connection with the handling of a Departmental Applicant investigation.
E. D. Mason	Assit to Mr. Clegg	8-9-51 <u></u>	In view of the matter in which certain assignments were carried out in connection with the Records and Communications Division.
W. R. Glavin	Assistant Director	8-10-51	In view of the completely unsatisfactory manner in which a memorandum was prepared by the Administrative Division, with respect to certain personnel matters involving employees of the Records and Communications Division.
N. P. Callahan	Inspector	9-25-51	Because of improper supervision of service award matters.

Respectfully

Letters to hierara. Callan, W. R. Glavin
Posen, mason + Elwin;
mains to his. Tolson + On.
Officials 10/13/51

O PETE COVERNME

TO : THE DIRECTOR

DATE: October 8, 1951

FROM

: W. R. GLAVIN

SUBJECT:

With reference to the Director's instructions to me concerning the possibility of increasing the salaries of Messrs. Mohr, Quinn Tamm, Callahan, and Parsons from Grade GS-14 to Grade GS-15, I had opportunity of discussing this matter informally with Mr. Spillman of the Classification Section of the Civil Service Commission and he stated that in the event the various Assistant Director positions were approved as presently set up in the Bureau's appropriations act, he saw no reason whatsoever for any difficulty being experienced in reallocating the Number One Man positions from Grade GS-14 to GS-15.

WRG:JC

TA not

Office Memorandum

	CHILD STRIES GOVERNMENT
to : UR. Tolson	DATE: September 19, 1951
FROM : W. R. GLAVIN	No.
SUBJECT:	M. Q. Callalan Bloods
I am attaching	hereto a service award communication
	AFESSER TO Special Agama'
service in the Bureau.	him on his completion of ten years of
•	· conty
for service award keys of that the clerical employ year 1951 had in error 1 than in 1951.	ne personnel files of Bureau employees eligible during the calendar year 1952, it was discovered yees who checked the files for the calendar to receive a key in 1952 rather
employee during his mili on the letter, April 29, established by the Burea service to enter the mil which they had accrued t service, otherwise key on July 11, 1951 rat	*
The two cleric	and employees responsible for this error are
O. J. VIII UNESE employees are	and Wemoranda received attached which reflect that they were in ctual ten-year service date.
10	· · · · · · · · · · · · · · · · · · ·
1 forthcoming mannings to	resigned her position on September 15 due to her at the present
A THOUSE OF A MODELLE REPR	In the Administration of the Control
I am also attac	hing handala mammut
1ettens:	ponsibility for supervising the service award
1	
It is my recomm	sendation that the attached service award com-
munication he delivered t	who is presently in New Agents
	d that he be dayised that the delay in
by the Administrative Div	ision.
	76.
WRG: and	NEXT PAGE
M .	and the second
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RECOIGIRNDATIONS OF DISCIPLINARY ACTION TO BE TAKEN

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	Placed on probation to	a hom Anda	. 4.] be censur	ed and	***
	placed on probation for service direct this en	aployee.	e so properly	compute th	e total	,,,
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	placed in the file of f	ormer employ	86	ati	rom obe	•
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	be censured, placed on pof such an error in conf	probation, a	ed advised th	at any man	•	
~	of such an error in contresult in his being remo	rection with	service awar	d lettere m	rrence 111	. '
	result in his being remo	oved from his	present pos	ition。	,	
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4.	It is fundamen	•				
7.	It is further recommende also that it be understo	d that I rec	eive a letter	of censure	and .	
	also that it be understo will result in my being	od that any	further error	's such as t	his	
	Blands	or to be a from	wy position	· .		
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Ogics Memorandems - United States Government

THE DIRECTOR DATE: September 10, 1951
FROM . W. R. GLAVIN
W. D. Calladan
M. G. Calcara
Reference is made to Ur. Clegg's memoriandum to you on Service Award keys and letters dated September 15, 1951, which
Is attached hereto.
I wish to point out that insofar as com-
but are selected by her from letters which have been
composed by Agent Supervisors. In those instances right. feels that a special letter should be prepared, Mr. H. L. Edwards,
Personnel Officer of the Bureau, is requested to prepare such special communications:
I had located in her present location so that she would not be bothered by outside calls and visitors which were a
matter of concern when she was assigned to the Front Office. In the crowded space conditions we have, it is such that in any spot in the
Division she would be in a room with other people. I am changing
With reference to the two girls who are assisting
files of those employees who will be due for Service Award keys in
1952. In an effort to eliminate additional work in the Files Section.
these two employees were sent up to Personnel Files to check the files there so that the files would not need to be charged out of
the files. goes up to the Personnel Files at least once a day to check with these girls and the girls have been instructed to
bring every question to's attention.
Prior to the survey of this work by Ur. Clegg, discussions were had as to the desirability of proparing a card tidex file to
assist in checking the amployees' identities due for Sarvice Award keys.
The number of cases of Service Award letters not being
completed 30 days before the due date has been brought complete.
and determining that such keys are due at an earlier Cate. Under
our present system, in every instance where there is a break in service which will not be counted in allowing service credit for
the employee, these files will be again rechecked to assure that no errors exist.
I regret very much that another case has arisen in the exce book
Mens-Mr. Glaver Blaver Bu
TRO and buferent in the females
The shall well the state of the

of the 10-year period of service because clorical employees the computed the service last year computed it errepaccually and removed it from the 1951 list.

I feel very keanly the responsibility for the errors in connection with Service Award keys and letters and have tried to develop a foolproof system in handling this particular work. I am hopeful that with the rechecking again of every employee due for a Service Award Key who has any break in service, that the briefs have cropped up in the past will be eliminated.

I have discussed this matter in detail with Mr. Callahan who has the supervisory responsibility for this program and with I have advised them both that they must keep no advised at all times regarding this particular phase of our responsibilities so that additional help or changes in procedure can be made immediately. I deeply feel the enharrassment I based the Director in these particular cases. In the present case is which is going through, I have recommended that Mr. Callahan be consured and pluced on probation and I have also recommended that both he and I be relieved in the event there are any recurrences of a matter such as this.

Carried Daday

NPC: vs

Office Memorandum • united states government

TO :	UR. GLAVIN	Ďaje:	September 19, 195
FROM:	N. P. CALLAHAN	•	LaddCleggClavin
*******		!	Nichols
SUBJECT:	ann itt an AMANN	¥	Rosen Tracy
	SER VI CE AWARD	,	Harbo Belmont
		-	b6 worr
		,	b7C rele. Room
	There are attached m	em <u>oranda of explanatio</u>	
	an	1	as to —
sãry da	pril 29, 1951, which us te of this employee, a ing him credit for his	dvanced after deductin	y is the anniver- g military leave
will be trainin	The appropriate KeON furnished to the employed g classes in Cashingto	has been ordered and u oyee, who is attending n-at-the-present-time.	New Agents
	This omission was no	ted when the list for	the calendar
year 19 writer	52 anniversaries was be attention immediatel	eing prepared and was	called to the
	e and earlier end finallable of the	158	Bo /
Attachm	ents	3 SEP 29 . 3.	VIII I

September 25, 1951

b6

Ur. Nicholas P. Callahan Federal Bureau of Investigation Washington, D. C.

Dear Mr. Callahan:

The Bureau is hereby calling your attention to the fact that the Service Award Unit under your direct supervision has again been responsible for a most embarrassing error in b6 b7C failing to include Special Agent [on the 1951 list, as a result of which his Ten-Year Key and letter were delayed a number of months. As you are by now fully aware, an exhaustive inquiry has been conducted into this matter without revealing any tenable excuse for the error. This instance is but one of a number of similar errors in handling this important function which have occurred under your superpision.

Because of the scripusness of your apparently slipshod lackedeisical direction of this Sunit State Bureau is placing you on probation.

It must surely be obvious to you that the Service Awards constitute one of the Bureau's most important programs, but its effectiveness and real value are rendered practically abortive if we cannot arrange to congratulate the employee and present his award and letter on his anniversary. This is one instance where delay and failure cannot be completely excused away by belated performance.

The Eurequ does not intend to countenance any future recurrence of such an error. It is therefore expected that during and continuously after your probationary period, you will take it upon yourself to personally see that this unit functions with complete accuracy and efficiency.

Very truly younges? cc = Life to Pr. Claving (BC) John Edgar Hoover Director

You oband outsit o special parformance rating on this employee at the expiration of 62 days together with your recommendation regarding his removal from probabion,

TLErctu

Department of Justice

Washington 29

A3-5

September 20, 1951

44-1-8-9

Mr. N. P. Callahan Mr. Federal Bureau of Investigation Washington 25, D. C.

Dear Mr. Callahan:

renewal

This is to advise you that the bond executed by you to qualify as "Authorized Certifying Officer" under the provisions of the Act of December 29, 1941, 31 United States Code 82b-82e (55 Stat. 875) has been approved by the Secretary of the Treasury.

The head of the office or his chief assistant is hereby charged with the duty of notifying this office promptly of any change affecting your designation as a certifying officer. A copy is attached for his information.

Sincerely yours,

Administrative
Assistant Attorney General

Surety: The Ohio Casualty Insurance Company

Date bond executed: August 20, 1951

Effective date of bond: June 1, 1951

Date bond approved by Treasury Department: September 4, 1951

165 KATET 2 1051

16 SEP 26 1951

3 Paris

Mr. S. A. Andretta, Administrative Assistant Attorney General Director, FBI

September 1, 1951

Cancelled Government Transportation Request N. P. Callahan

Transmitted herewith is Government Transportation Fequest Number J-49,164 issued by N. P. Callahan for transportation from Washington, D. C., to San Francisco, California and return, which has been cancelled.

The above-mentioned GTR is being returned to your office for appropriate disposition.

Attochment Fridon

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ALPHAEETICAL

Tir. S. A. Androtta, Administrative Assistant Attorney Conoral Director, FSI August 9, 1951

Umised Tickéts Inspector N. P. Gallahen

Transmitted berewith are tickets number 132325 and 132327 issued by the Santa Fo Failread for transportation from Chicago, Illinois, to Les Angeles and return. Also transmitted herewith are tickets number 03835 and 03836 issued by the Chicago and Northwestern Railread for transportation from Chicago, Illinois, to Les Angeles, California and return. Tickets number 5734, 5735, and 6430 which were issued by the Fullman Company for transportation from Chicago, Illinois, to Les Angeles, California have been educated and are transmitted herewith. In addition, there are transmitted herewith tickets 59538 and 57539 issued by the Santa Fo Railway Company for entra-fare accommodations and tickets 63003 and 63004 issued by the Chicago and Northwestern Railread for a Special Equation Charge.

The above tickets were purchased with GT is J-76,074, J-76,075, J-

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STANDÁRD FORM NO. 64

Office Memorandum • United States Government

INSPECTOR N. P. CALLAHAN

JULY 20, 1951 DATE:

SAC, CHICAGO

PERSONAL ATTENTION

SUBJECT:

REGISTERED MAIL

Attached you will find two round-trip tickets purchased on the Chicago & North Western Railroad under the name of N. P. CALLAHAN, two extra-fare tickets for use on the City of Los Angeles and two Pullman tickets for Bedrooms C & D, Car 1034. All of these were purchased for the use of the Director and Mr. TOLSON for July 17, 1951. The Pullman ticket cancellations are indicated on the reverse side of the memorandum copies of GTR J76,884.

Attached to the above-mentioned tickets are memorandum copies of GTRs J76,882, J76,883, J76,884, J76,885 and J76,886.

Also transmitted herewith are tickets purchased for the Director and Mr. TOLSON for travel from Chicago to Los Angeles aboard the Santa Fe Super Chief for July 17, 1951. Also attached are the memorandum copies of GTRs J76,874, J76,875 and J76,876. Cancellation of the Santa Fe space was effected at 3:30 PM on July 17, 1951, through Reservation Clerk No. 80. This cancellation is noted on the reverse side of the memorandum copy of GTR J76,875.

These are returned for your appropriate handling.

Enc.

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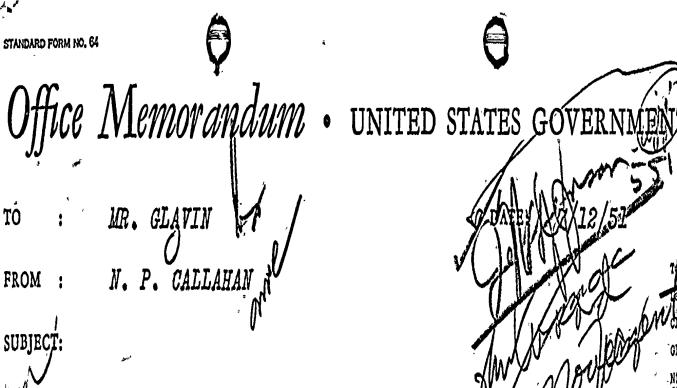
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The writer will commence annual leave beginning, Saturday morning, July 14, at which time I will depart it Washington enroute to Bethany Beach, Delaware, where I will be in care of the Bethany Preakers, Apartments.

I will return the evening of Saturday, July 28 and

I will be at my residence

PERSONHEL UNIT RECID

CC - Movement

MOT RECORDED 16 JUL 25,1951

CCEIPT FOR GOVERNMENT PROPERTY OF FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

6/9/51

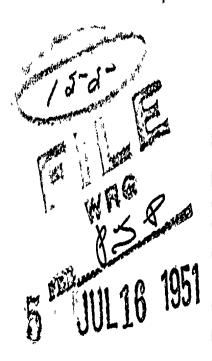
I certify that I have received the following Government property for official use

Key to Room 5519

(For use of supervisors)

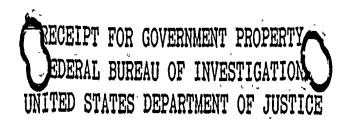
READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.



Very truly yours,

N. P. Callahan



September, 18, 1951

I certify that I have the following Government property for official use returned

A-8293/5
Royal Portable #A-829815

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTICATE IT IN ANY WAY.

Very trilly yours,

N. P. Callahan, SA

Mr. W. R. Glavin

July 6, 1951

b6 b7C

Director, FBI

PERSONAL AND CONFIDENTIAL

Nicholas P. Callahan Inspector

There is enclosed a letter of caution to Inspector Callaban in connection with his favorable recommendation of for the position of Special Agent Accountant. Snortly after Brown entered the New Agents! Class, it was necessary to request his resignation since it was not felt that he came up to Bureau standards.

A copy of the letter is enclosed for your information.

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Tele. Room_ Neare Condy Ur. Micholas P. Callahan
Federal Bureau of Investigation
Washington, D. C.

Lear Sir:

Under date of Europ 25, 1951,

of Pashington, I. C., was afforded an interview by
you and favorably recommended for the position of Spacial Agent Accountant. To was tendered an appointment,
entered the New Agents Class on June 11, 1951, and
shortly thereafter it was recommended that his resignation be requested since it was not felt that he cane up
to Bureau standards.

Various officials of the Training and Inspection livision who had an opportunity of observing this can did not feel that his personal qualifications were sufficiently impressive to be retained to the Bureau's service. In addition, his classroom work was below average and he fatled two required examinations. In, view of these factors, it was considered in the best interests of the Lureau to request his resignation. The which was done.

The action taken by the furcau in this case is being brought to your attention whice you were rest a sponsible for selecting this individual in the Griginal instance. I am sure you are aware of the minimum stars and desired of a Special Agent and therefore I want to caution you to be more careful in evaluating applicants interviewed by you in the future.

JUL 7-1051

Very truly yours,

John Legar Rosver

Dispetor

CC - Mr. W. R. Glaviff (P&C) 2

CRD: etw

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FERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

	REPORT OF PERFO	RMANCE RATING	0			
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	4	Jaw.	-			
	\mathcal{O}	<i>y</i> •				
Name of Employee:	NICHOLAS P. CALLA	4 <i>HAN</i> \ 2 3	136			
	,	arran arrancia an	77.77			
Where Assigned:	ADMINISTRATIVE (Division)	CHIEF CLERK'S OFFICE (Section, Unit)				
D 11 00 1	, ,	sy ‴ 5-	**			
Payroll Title:			AL WALL			
Rating Period: from -	April 1, 1950	to March 31 195	7			
rading 1 driva.		#				
			*			
,		الم الم الم الم الم الم الم الم الم الم				
	SATISFACTORY		Employee's Initials			
ADJECTIVE RATING:	Outstanding, Sat	tisfactory, Unsatisfactory	msl			
	1					
	1/1/0//					
Rated by:		Assistant Director	3/31/51			
	Bignature	Title	Date			
Reviewed by:		,				
, ,	Signature	Title	Date JUN 1 1951			
Rating approved by	Ve Coloro	Assistant Director, Federal Bureau of Investigation				
	Signature	Title 30	Date			
		Title 30 CORPLED 30 Administrative pool				
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3.4		ECID SHIT	Troat			

REC'D NARRATIVE COMMENTERSONNEL UNIT

The regulations require that OUTSTANDING ratings be supported by a statement in Ovinting segment in DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.

UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNINGFED HELP the employee bring his performance up to a satisfactory level.

U.S. DEPT, OF JUSTICE

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O DERFORMANCE RATING GUO FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. · FD-185)

Nar	ne of EmployeeNTCHOLAS F	CALTAHAN.	Title	Speci	al Ag	ent
		1	Ratio	ng Period: 1	írom	to
		RATING GUIDE,	AND CHECK LIST			
Not	Determined the potential boo	ring on employee's performa-	nce should be rated. All employe	ees in same	salarỳ grad	e should be compared.
=	Rate items as follows: Outstanding (exceeding excellent and of Satisfactory (ranging from good to excellent and of Unsatisfactory.	leserving special commendation	n).		, 0	•
Gui		e during rating period.				
An,'	Outstanding' rating cannot be justified unless a	all elements rated are 'plus', an	d in addition, of course, supporting	g comments r	nust comply	with the requirements
So fa mark light set o	ar as 'Satisfactory' and 'Unsatisfactory' ratings ks because such would presume equal weight t of the elements rated. All minus marks must out below.	are concerned, it is impossible t for all elements rated. Good ju be supported by narrative deta	o provide a mechanical formula for dgment must be exercised to insi ail, and of course, all 'Unsatisfactor	computing the ure that the a ry' ratings mu	e various 'plu adjective rati ist comply w	es', 'check', and 'minus' ing is reasonable in the ith the requirements as
٦.		,		,		•
긐	 (1) Personal appearance. (2) Personality and effectiveness of his 	nersonal contacts	(17) Firearms abil	ity. of informant	te and south	as of information
_	(3) Attitude (including dependability, continuous asm, amenability and will share work load).	operativeness, lovalty,	(19) Reporting ab	ility: igative report		es of miormation.
- 1	(4) Physical fitness (including health, er	iergy, stamina).	(b) Summ	ary reports s, letters, wir	es	
ᅼ	(5) Resourcefulness and ingenuity. (6) Forcefulness and aggressiveness as a		(Consider	:concise	ness; cla	rity;organization adequacy and perti
	(7) Judgment, including common sense,	ability to arrive at proper	nency of l	eads;adı	ministrative	detail.)
4	conclusions; ability to define object (8) Initiative and the taking of appropri	tives.	(20) Performance (21) Executive abi			
	responsibility.		(a) Leader	rship		
	(9) Planning ability and its application ((10) Accuracy and attention to pertinent	to the work.	(b) Ability (c) Planni	to handle p	ersonnel	
	(11) Industry, including energetic consist	tent application to duties.	_± (d) Makin	g decisions	7.	
	(12) Productivity, including amount of a	cceptable work produced	+ (e) Assign (f) Traini			
	and rate of progress on or comple consider adherence to deadlines	unless failure to meet is	(g) Devisi	ng procedure	es	
_	attributable to causes beyond emp	loyee's control.	(i) Promo	oting high me	orale	
	(13) Knowledge of duties, instructions, a cluding readiness of compreher	ules and regulations, in- usion and 'know how' of				
_	application.	9	(22) Ability on rai (a) As lea	ds and dang de r	erous assign	ments:
	(14) Technical or mechanical skills. (15) Investigative ability and results:		(b) As par	rticipant		
	(a) Internal security cases		(23) Organizations	ıl interest, sı nt.	ich as maki	ing of suggestions for
	(b) Criminal or general investigation (c) Fugitive cases	itive cases	(24) Ability to wo	rk under pre		
	(d) Applicant cases (e) Accounting cases		(25) Miscellaneous	Specify a	nd rate:	
1	(e) Accounting cases (16) Physical surveillance ability.				· · ·	
	Specify general nature of assignment during					
A.	tor, etc.):	g most of rating period (such	as security, criminal, applicant so	luad, or as r	esident Age	nt, supervisor, instruc-
	***	7	* · · · · · · · · · · · · · · · · · · ·			
ъ.	Specify employee's most noteworthy special	talents (such as investigator, d	esk man, research, instructor, spe	aker):		
C.	(1) Is employee available for general assignm (2) Is employee available for special assignm	nent wherever needs of service ent wherever needs of service	e require? What answer is not require? The same answer is not	'yes', explain yes', explain	in narrative	e comments.)
D.	Has employee had any abnormal sick leave	record during rating period?	(If so, explain in narrative co	omments.)		
	A Demonstration of the Control of th	TISFACTORY				
	ADJECTIVE RATING: SAT		nding, Satisfactory, Unsatisfactory	 ,		





NICHOLAS P. CALLAHAN ADMINISTRATIVE DIVISION

Mr. Callahan has continued as Number 1 man in the Administrative Division during the past year and as such has had primary responsibility for handling matters pertaining to the fiscal policies of the Bureau. It is his responsibility to handle budget matters, contract matters and related subjects.

He has continued to perform his duties in a most satisfactory manner and has been able to take over the supervision of the Administrative Division on a number of occasions during the past year when it has been necessary for me to be assigned to other duties or due to official absences from the city.

Mr. Callahan is most loyal to the Director and the Bureau and can be expected to re-do a good day's work each day. His overtime services compare very favorably with overtime services elsewhere in the Division and the Bureau.

He is a valuable contact man, having a number of personal contacts through whom he can secure information and services of value to the Bureau.

On July 20, 1950, his attention was called to a morale problem which was found during the inspection of the Administrative Division to exist in the Payroll Unit, and on September 5, 1950, he was told of the need for closer supervision of that same unit because of the improper personal activities of employees of that unit during official working hours.

On November 17, 1950, he was cautioned because of a delay in handling the Service Award Letter and Key for Special Agent handling and on December 20, 1950, his attention was called to the omission of the employees under his supervision to have Service Award Letters signed and ready for mailing before placing them on tickler.

On December 26, 1950, he was also cautioned regarding the need for avoiding unnecessary delay in the submission of voluntary overtime reports.

I consider Mr. Callahan as a highly satisfactory Agent in his present grade. He has the ability and loyalty to the Director and the Bureau to advance further in the service, and I would have no hesitancy in recommending him for field executive positions at any time.

WRG:JC

FEDERAL BUREAU OF INVESTIGATION FOIPA DELETED PAGE INFORMATION SHEET

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